|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | August 2016 | | | | |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

Custom Notes Here…

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|  | September 2016 | | | | |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9  FASD Awareness Day | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18  Terry Fox Run | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26  Send email about lunch time walk that is happening on Thursday (copy and paste email in “September’ folder) | 27 | 28 | 29  World Heart Day  (email the ‘walk! Benefits’ poster to all staff; organize a lunch time walk in honour of world heart day) | 30 |  |

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| October 2016 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| HEALTHY WORKPLACE MONTH! |  |  |  |  |  | 1 |
| 2 | 3  Send an email informing staff that October is Healthy Workplace Month (email is in file under “October”) | 4 | 5 | 6 | 7 | 8 |
| 9 | 10  Thanksgiving | 11  Send email to remind about walk on Thursday (email is in file under “October”) | 12 | 13  Lunch time walk | 14 | 15 |
| 16 | 17  Send email to remind about lunch hour pot luck (email is in file under “October”) | 18 | 19 | 20  Lunch hour pot luck | 21 | 22 |
| 23 | 24 | 25 | 26  Email the stretch break poster out to all staff and post it in the office (see October file for poster and email) | 27 | 28 | 29 |
| 30 | 31  Halloween |  |  |  |  |  |

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| November 2016 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  |  | 1  Send out email about secret Santa (see email under ‘November” file) | 2 | 3 | 4  Draw names for Secret Santa | 5 |
| 6 | 7  Secret Santa starts | 8 | 9 | 10 | 11 | 12 |
| 13 | 14  World Diabetes Day  (Email under ‘November” about diabetes prevention – send infographic and quiz attachments to staff) | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25  International Day for the Elimination of Violence Against Women | 26 |
| 27 | 28 | 29 | 30 |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | December 2016 | | | | |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| Secret Santa ends whenever the staff Christmas Party is happening |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12  Send email to let staff know there will be a festive coffee and tea break Wednesday (see December file) | 13 | 14  Staff coffee and tea break – bring Christmas treats | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24  Christmas Eve |
| 25  Christmas Day | 26 | 27 | 28 | 29 | 30 | 31  New Years Eve |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| January 2017 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| 1  New Years Day | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9  Send email about Thursday Tea time (see January file) | 10 | 11 | 12  National Hot Tea day  (Tea time is at 2:30 pm in the Health and Social Building) | 13 | 14 |
| 15  NATIONAL NON SMOKING WEEK | 16  Send email to all staff about non smoking week (see January file) | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30  Send email out about Walking challenge, put up posters (email and posters are under January file) | 31 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | February 2017 | | | | |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| Walking Challenge starts this month | February is Heart Month |  | 1 | 2 | 3 | 4  Yukon Quest Starts |
| 5 | 6  Walking Challenge starts – send out email and benefits of walking poster to all participants (email is in February file) | 7 | 8 | 9 | 10 | 11 |
| 12 | 13  Send email to staff about Valentines tea and cookies (email is in February file) | 14  Valentines Day – be your own valentine. Tea and cookies at 2 pm | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | March 2017 | | | | |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| March is National Nutrition Month | Schedule a lunch and learn about nutrition with a nurse, CHR or dietician sometime this month |  | 1  Send out email with 2 poster attachments about National Nutrition month (email under March file) | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10  Send reminder about submitting recipes for healthy food cookbook | 11 |
| 12  Remember to order DAFFODIL PINS for April, – info is in April file under ‘Daffodil days workplace champion tips’. | 13 | 14 | 15 | 16  Ensure you have ordered daffodil pins by now. | 17 | 18 |
| 19 | 20 | 21 | 22  World water day – send email about honouring water (email under March file) | 23 | 24  Send reminder about submitting recipes for healthy food cookbook | 25 |
| 26 | 27 | 28 | 29 | 30 | 31  Last day for submissions for healthy food cookbook |  |

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| --- | --- | --- | --- | --- | --- | --- |
| April 2017 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| April is Cancer Awareness Month |  |  |  |  |  | 1 |
| 2  Wear your daffodil pin all month | 3  Compile recipe book this week and save to PDF  Send out email about Cancer awareness month (in April file) | 4 | 5 | 6 | 7  Send Recipe book to all staff, and also make available on public drive. | 8 |
| 9 | 10  Put up posters about Daffodil Day (in April file) | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27  Daffodil day – send email to staff (email is under April file) | 28 | 29 |
| 30 |

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| --- | --- | --- | --- | --- | --- | --- |
| May 2017 | | | | | | |
| un | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15  Walking challenge ends (14 weeks) | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| June 2017 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14  Put up smoothie vacation poster (poster is in June file) | 15 | 16 | 17 |
| 18 | 19  Send email about smoothie vacation (email is under June file) | 20  Smoothie Vacation at 2 pm | 21  National Aboriginal Day | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |

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| --- | --- | --- | --- | --- | --- | --- |
| July 2017 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  |  |  |  |  |  | 1  Canada Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24  International Self Care day – send email (in July folder) | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |

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| --- | --- | --- | --- | --- | --- | --- |
| August 2017 | | | | | | |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| Nothing scheduled in August  Could do a staff appreciation BBQ or organize a lunch time walk |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |