|  |  |  |
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|  | 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  | 3Send 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  | 13Lunch time walk  | 14  | 15  |
| 16  | 17Send email to remind about lunch hour pot luck (email is in file under “October”) | 18  | 19  | 20Lunch hour pot luck | 21  | 22  |
| 23 | 24 | 25 | 26Email 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 | 31Halloween  |  |  |  |  |  |

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| November 2016 |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
|  |   | 1Send out email about secret Santa (see email under ‘November” file) | 2  | 3 | 4 Draw names for Secret Santa  | 5  |
| 6  | 7Secret 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 | 31New Years Eve |

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

|  |  |  |
| --- | --- | --- |
|  | February 2017 |  |
| Sun | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | Sat |
| Walking Challenge starts this month | February is Heart Month |  | 1 | 2 | 3 | 4Yukon Quest Starts |
| 5 | 6Walking Challenge starts – send out email and benefits of walking poster to all participants (email is in February file) | 7 | 8 | 9 | 10 | 11 |
| 12 | 13Send email to staff about Valentines tea and cookies (email is in February file) | 14Valentines 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 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | 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 |  | 1Send 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 PDFSend 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 | 15Walking challenge ends (14 weeks) | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

|  |
| --- |
|  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 |
|  |   |  |  |  |  | 1Canada Day |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24International 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 AugustCould 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  |  |  |