



NOVEMBER & DECEMBER

ENGAGEMENT CALENDAR

Dear HR Superstars,

Let's finish what we started in January!

Yes!

Sweet November just brought us another chance to complete all the magical things we had on our To-Do list for 2021!

Are you ready?

November is a delicious mix of the warm and the chilly... a cocktail of thoughtful reflections and eager anticipation... a bridge connecting a year full of memories to its Grand Finale in December. **The weather is loaded with romance** ♥ – the kind that brings out the artistic and creative side in all of us... the mood is perfect for celebrating the milestones we have crossed and the atmosphere is just right to start planning for our next big adventure. It is, perhaps most significantly, the official month of saying “Thank you” (25th November is Thanksgiving Day after all) – the simple yet powerful glue that binds us together, and makes work fulfilling. Can you think of a more rewarding month than November?

As always, the start of a new month brings a cloudburst of opportunities to rejig your journey, reignite relationships and reboot the big dream. Welcome these occasions to make the workplace a better and happier place... one that not only generates impact for business, but adds meaning to society, the planet, and our future.

November is the warmest month, as now is when we say “Thanks!” for the whole year!



What you will find here

A stream of ideas and activities to add spice and spark to work, every day. Fun and meaningful celebrations, you shouldn't miss the hints and cues of how your teams can come together to make a more meaningful difference to stakeholders and society.

Concepts and thoughts that will inspire employees to approach career, relationships, and success in new ways.



This planner is your oyster

As always, we have laid out ideas and activities you can initiate at work - but don't restrict yourself to it. Use this calendar as a thought-starter, and in a way that works best for your teams! Feel free to surf around, shortlist the ideas you think have potential, and bookmark the rest as reminders for later!

Let this planner be... just the beginning!

First things first: Let's figure out...

What makes November special?

Do the math...count your blessings to multiply them this November - 'The Gratitude Month'

As the Roman orator and philosopher Marcus Tullius Cicero once said: "Gratitude is not only the greatest of virtues but the mother of all the others." National Gratitude Month in November encourages us to embrace the power of gratitude. Gratitude is more than simply saying "thank you." Gratitude's amazing powers have the ability to shift our focus away from the petty events and emotions of Every day, and take in the breathtaking grandeur of the life we have been gifted to live. Practicing daily gratitude lifts us from the predictable treadmill of daily life, revives our connection with our surroundings, and makes us happy in a way nothing else can!



How to observe [#NationalGratitudeMonth](#)

Celebrating the month can be done in several ways:



Encourage your employee to start a gratitude journal. Ask them to write about what they're thankful for every day. They are sure to find plenty of ways to identify and appreciate their 'good fortune'. Every now and then, checking back on the list is a great way to reset perspective and get back on the 'right track'.



Share your gratitude with others. Letting someone know you're grateful for their care, service, or friendship is often the missing link of modern society. Regularly practicing it at work helps fill a gaping chasm in our soul, completes the 'equation of life', and generates a surge of positivity that touches and transforms everyone in its wake.



Show your appreciation by giving back to your community, neighbourhood, or favourite organization.

Use [#NationalGratitudeMonth](#) to initiate gratitude posts month long on your **Empuls Townhall**.

Highlight the physical, psychological, and social benefits of Gratitude to your employees.

Physical benefits:



They exercise more and take better care of themselves.



Their immune systems are stronger.



They have lower blood pressure.



They sleep longer and better.



They're less bothered by aches and pains.

Psychological benefits:



They experience more optimism and happiness.



They experience more joy and pleasure.



They're more alert, alive, and awake.



They have higher levels of positive emotion, in general.

Social benefits:



They feel less lonely.



They're more forgiving.



They're more outgoing.



They feel more generous, helpful, and compassionate.

NOVEMBER DAYS TO DAZZLE!

NOVEMBER

S **M** **T** **W** **T** **F** **S**

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

8 World Quality Day

9 Chaos Never Dies Day

13 World Kindness Day

16 International Day for Endurance

19 International Men's Day

24 Celebrate Your Unique Talent Day

27 Thanksgiving

8th NOV

World Quality Day

Quality is a 365-day job and a 24X7 mission for any team that wants to improve everyday. Many companies celebrate the 8th of November as Quality Day in full swing. The primary purpose behind this celebration is to raise the level of quality awareness in the company and to recognize the efforts and contributions of professionals who deliver quality.

Celebrating World Quality Day is best done by ensuring that leaders at the top discuss, debate, and collaborate with workers across roles and hierarchies to co-create a quality vision for the business – and focuses on every aspect of work, such as efficiency, culture, and customer satisfaction. It is also an opportunity to celebrate the success of your organization and the milestones your people have achieved in the recent past – and convert them into stories that keep inspiring and motivating teams in the future.

Activities you can plan...



Recognize and reward the contribution of your workers through small but meaningful gestures, messages, memes, creatives, and posters.



Ask people to nominate a 'quality individual' who deserves a pat on the back.



Encourage your employees to define quality in their own words. Spotlight the best comment and reward them with some brownie points.



Organize a virtual workshop on mental health – a vital ingredient of quality performance.



Show a movie where the hero is committed to excellence.



Your post can go like this...

AN ACT OR A HABIT?

What does quality mean to you?



- World Quality Day provides a chance to reflect on the role of quality management in our lives. It's also a day to think about how we can develop more efficient processes, systems, and outcomes as individuals and team members.
- Take a moment and think about the importance of always doing your best. Whether it's at work, or at your home. Do you always put forth your best effort?
- In what areas do you think you could improve?
- Comment in a line or two about your definition of Quality! Tag a colleague to see what their definition of quality is.

[#WorldQualityDay](#)



9th NOV

Chaos Never Dies Day

Here is a day dedicated to remind us one of life's enduring truths: That the moments of quiet, perfect reflection we all aspire for might be just a state of mind. One that merely exists in aspiration, but not in reality. In that sense, the 9th of November is one of the most important days of the calendar since it points us to a practical, if bitter, truth. The day nudges us to accept what we can't change, and find out creative ways to stay focussed, productive and happy.



Your post can go like this...

Here's a new 'Chaos theory'

It's good for you!

Use Chaos as a lever to get creative and find out ways to:

- Manage distraction.
- Organize thoughts and action
- Stay productive and happy

Are you up for the craziness challenge?

Do something creative that you really enjoy - like cooking, baking, art or photography – anything that pulls you away from the madness-at-hand. Call a long-lost friend, or a family member you haven't connected with in years, and catch up on the good old days. You will find it surprisingly therapeutic!

Let's take a break from all the chaos and Immerse ourselves in a creative outlet. no real way to escape the day-to-day craziness that life throws our way. Rather than run from it, though, why not convert it into a fun challenge and find innovative ways to master it?

Post a pic or leave a comment of how you choose to spend the day or something creative from your gallery which you want to share with all of us.



13th NOV

World Kindness Day

With stress, panic, and temper at an all-time high, there's never been a better time to bring out our kinder side – with acts of empathy that can melt the tension, lift the spirit and knit us closer together. So go ahead and sprinkle a little extra sweetness out into the world on **November 13** – starting from, yes, the workplace.



Show your appreciation by sharing your wealth of knowledge... helping people out of distress by donating your time... or just given someone a patient ear in your next meeting. Random acts of kindness – such as acknowledging the liftman, complimenting a stranger from another department, or tipping the person who delivered your afternoon tea - can improve the work climate in surprising new ways, so don't hold back! Last but not least – don't forget that what goes around, always comes around. Be kind, and you will be treated with the same sweetness.

Here's a list of some ideas that are sure to spread positive vibes at your workplace:



“Here's Your Smile for Today”

Tag a teammate and write them a line that reads, “Here's Your Smile for Today!”. Attach a funny gif and add a special note for them.



Send a message of Gratitude

Think of teammates who have gone above and beyond on a project or helped you out recently. Go ahead, express your gratitude and send them a few words of praise, give a core value badge and recognize them for their great work.



Pass out Random Mystery Notes

Help a co-worker start their day off right by surprising them with kind messages on Empuls through a mystery friend. Randomly write encouraging notes and share them on Empuls with the help of a friend as one of your World Kindness Day activities. Don't forget to leave some clues behind.



Recommend

Give someone a glowing word (or twenty) of recommendation on LinkedIn, or a professional worksite

19th NOV

International Men's Day

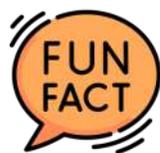
The month of November is important for the masculine soul, as it brings together several dates and events that are important to men. Not shaving and growing a moustache is perhaps the most trending manifestation of International Men's Day.

The phenomenon is popularly called MOVEMBER...

At its core, 19 NOV is symbolic of a chance to improve the lives of men living in various cultural contexts and situations around the world. There are numerous ways in which one can achieve that goal.



Let's take a look at some...



Post fun facts or informative messages throughout the month in honour of self-care.



Encourage your folks to post a photo on Empuls where men take a selfie with a poster completing this phrase: "I am a man who" followed by the hashtag #IMD2021.



Encourage the ladies at the workplace to tag their male colleagues and peers and write a few words of encouragement for them to celebrate.



Recognize key gender diversity champions in your organization.



Let your employees post photos with the heroes of their lives – whether they are colleagues, friends, fathers, brothers, spouses, or family, with a caption completing this phrase - 'He's the man who.....'



Figure out our partner NGO whose causes you can contribute time, resources or intellect to.



Hold a poll or survey where the men at work indicate the growth / betterment opportunities they would like. Make it happen via small steps and gestures all year around.



24th NOV

Celebrate Your Unique Talent Day

Whether it is the ability to whistle through your nose or crack complex mathematical calculations faster than a computer, we all come factory-fitted with remarkable talents and charming abilities that are unique to us. We owe it to ourselves and to the people whose lives we touch every day – to bring



them out in the open, celebrate their magic, and make the world a better place in the process. Celebrate Your Unique Talent Day is your employees' chance to shine! Host a talent show at work or among your friends and give them an opportunity to show off their skills. Make a video of you performing your talent and post a link to the video on Empuls (song, guitar, dance, magic). Create different groups on Empuls and encourage your employees to share their talent there.



Your post can go like this...

Got a gift? Time you unwrapped it!

What good is a talent for, if it doesn't spread sunshine and laughter? We know you have a very special one (maybe more), and guess what? Now's the time to make it shine! After all, nothing underlines our true personality and endears us to the world more than when we articulate what we are truly capable of!

So are you ready to celebrate your unique talent?

Whether you sing, dance, juggle, look like a celebrity, or can do headstands while singing a song and balancing a basketball on your feet, do everything in your power to let us know about your unique talent.

Post pictures of your profound talent, and make sure you also tag someone in the company who you think has a fascinating talent to share.

25th NOV

Thanksgiving

Saying Thanks is the simplest, easiest, and sometimes, the powerful-est way to express gratitude, humility, and admiration - three of the most profound emotions humans are blessed with. The workplace brings a multitude of opportunities to indulge in Thanksgiving – a timeless American tradition that has since evolved into a platform for embracing diversity and celebrating the role of everyone who has a contribution to our lives. There are many ways to celebrate Thanksgiving at work:



Make it note-worthy!

A simple thank you note can do wonders. Enable your employees to share virtual notes of gratitude, thanking their peers or manager for their support on Empuls. This will strengthen the relationship between members of your team, helping them work together better. Sending Thank you messages on Empuls is a simple yet effective way to appreciate employees who work remotely. Launch a “Thank you” themed employee recognition week and give your folks a chance to fill up your Empuls town hall with messages of gratitude and make for an extraordinary social recognition moment!



Hail the greats!

Encourage your leaders to host a fun virtual meeting where they talk about how each of their team member’s contributions has added to the organization's overall growth. Each team member can share how their manager and colleagues have helped them grow and succeed. Reward achievement with citations, fun certificates, and gifts.



Reward the good - with the badge!

Urge your leaders and managers to support you and publicly thank their teams and coworkers this Thanksgiving! You can use the below badges to add some color to your gratitude.



Tell your origin stories

Thanksgiving has evolved into a bigger 'occasion' in the modern-day and is widely accepted as an occasion to get to know our community better. At the workplace, this gives us an incredible opportunity to tell our origin stories: Who we are, where we come from, and where we are headed. Encourage workers to share their journey in any form they want: pictures and captions, write-ups, memes... what have you!



Give back to the community

Employee giving is a growing buzzword today. Workers like being associated with a company or business with a responsible community conscience and regularly contributes to the community it lives in. So, tie-up with NGOs and organizations that are active in the space. But don't stop there. Link the talents, tasks, and KPIs of your employees with these organizations - so that workers can witness their impact first hand. And feel the warm glow within - one that always accompanies an act of giving.



Swap Recipes!

Encourage employees to share their family recipes for Thanksgiving dinner and ask for pictures of recipes being made into reality!



YES, THERE'S **MO' TO NO'...VEMBER!**

(Than meets the Eye)



Search



Discover



Celebrate

The grand finale of 2021 is here...

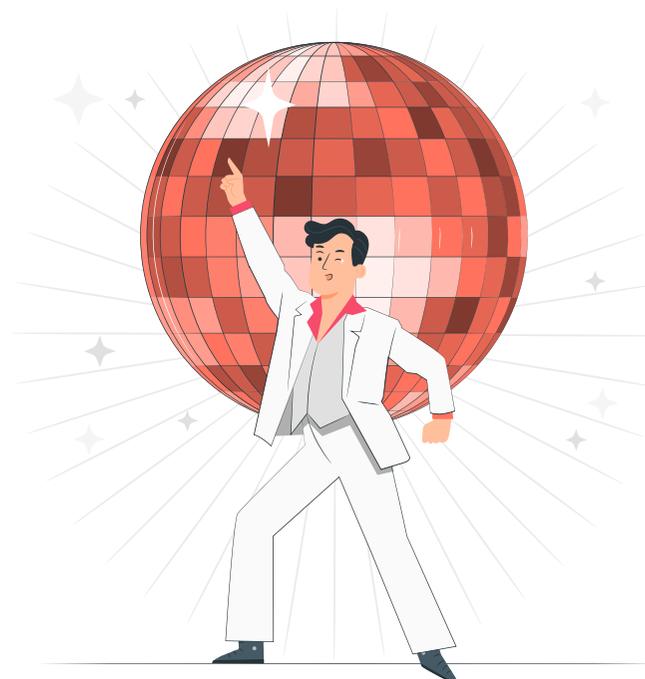
Are you ready to give the year a memorable farewell?



Did your plans bear fruit? Or did they exceed your expectations? Were there glorious experiences to take away?

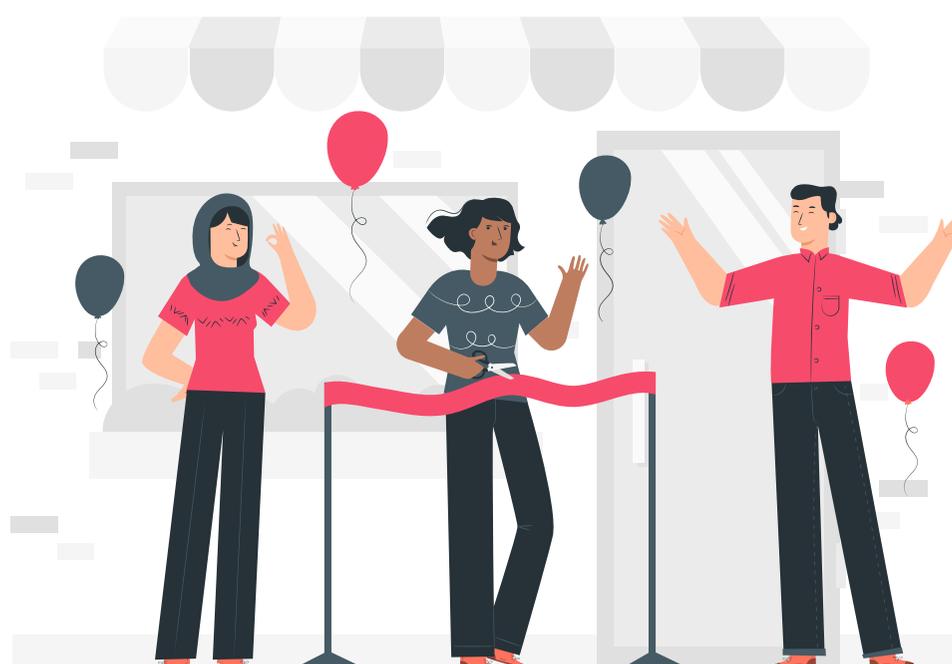


Be it soul-searching or a report card of the last 12 months, or a blueprint and launchpad for the next 12, December is the month where it all comes together.



So for all its laughter, tears, fortunes and lessons, let's give 2021 the rousing sendoff it deserves by making it a memorable month!

The month of December holds unexpected joys and surprises, which spill over into the next year. In keeping with its spirit of conclusion and climax, the December calendar is dotted with occasions, get-togethers, and celebrations. With Hanukkah, Christmas, Kwanzaa, and New Year's arriving one after the other, December is also the final sprint to the holidays! So let's cap off the month with the energy and cheer it deserves.



Special days in December

DECEMBER

S M T W T F S

			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	

Special days in December

- 5 International Ninja Day | Dec 5th
- 8 Pretend to be a Time Traveller Day | Dec 8th
- 11 International Mountains Day | Dec 11th
- 25 Christmas | Dec 25th
- 31 New Year Eve | Dec 31st



Theme of the month

December is procrastination awareness month

Procrastination is the habit of postponing things for “a later date”. This arrives at just the right time. After all, most of us have been putting off working on our goals and slackening a bit – in anticipation of the holidays and the celebrations. And yet, this is also when getting into high gear and organizing our workflows can help us end the year on a smarter note and give 2022 a super start.

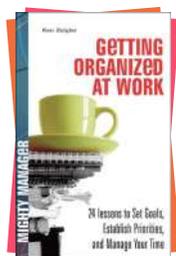


So invest your time and creativity in spreading awareness about procrastination, remind them that the first step to ‘correcting course’ is acknowledging the problem, and finally, how to break the habit for good!

Here are some steps and activities you can take

Share book recommendations

Help your employees deal with procrastination. Here's a list you can start with:



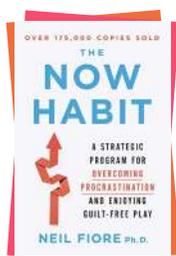
Getting Organized at Work by Kenneth Zeigler

This book features 24 tips, tools, and strategies that are aimed toward helping readers analyze their use of time, ferret out inefficiencies, and change bad habits, including procrastination.



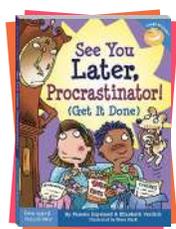
Eat That Frog!

21 Great Ways to Stop Procrastinating and Get More Done in Less Time by Brian Tracy. Based on a famous quote by Mark Twain, Eat That Frog provides 21 effective methods for conquering procrastination and accomplishing more.



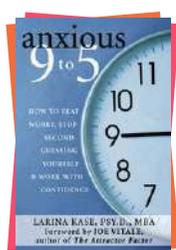
The Now Habit

A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play by Neil A. Fiore.



See You Later Procrastinator! (Get it Done) by Pamela Espeland and Elizabeth Verdick

The book is intended for kids and has easy ideas that can be used successfully by anyone who wants to end their procrastination habit.



Anxious 9 to 5: How to Beat Worry, Stop Second-Guessing Yourself and Work with Confidence by Larina Kase

Sometimes we put off certain activities and tasks because of the anxiety they produce in us. The way to overcome this type of anxiety, according to Larina Kase, is to confront it. Kase teaches readers how to keep doing an activity that they'd usually avoid until a positive result occurs.

Organize a 'Beat Procrastination Challenge'

Share tips and strategies to overcome the urge to delay. Encourage your folks to add their own ideas and comments to each tip. They can even challenge each other, or themselves, to ace the target! Here are some ideas, as ever, feel free to add more!



Beat Procrastination with the 10-Minute Rule

It's said that once you've invested 10 minutes working on something, you're more likely to see it through than stop midway.



The Art of Productive Procrastination

If you're going to procrastinate, at least be smart about it. Try it, and then share your story of how you turned procrastination into an advantage!



Quit Coffee to Reduce Procrastination

Yeah... sometimes that morning cup of caffeine might be holding you back instead of revving you up.



Use Relatives/Spouses/friends to Give Yourself Firmer Deadlines

Nail those deadlines by asking the people around you to hold you accountable.



Focus Faster by Preparing Next Tasks Before Breaks

Stop putting off tasks by prepping ahead of time so you can jump right in when it's time to do them.



5th DEC

International Ninja Day



Ninjas were originally members of Japanese society who were exceptionally skilled in martial arts and stealth. It's fairly common to exclaim, "Oh, S/he's a Ninja!" after a particularly solid performance at work. Or, if someone dropped the mobile but caught it before it hit the ground, people may chuckle, "Ninja!" Comments like these are especially appropriate on December 5th.

Here are ways to make the day count:



It is a great day to celebrate the unique qualities and traits of a Ninja, such as zen-like calm, steady focus, balance, total focus and dedication to their mission, mindfulness, agility, preparation, and, of course, exception mastery over skills. You can make short messages, creatives, and memes around these themes and share them on Empuls or your intranets to build awareness and appreciation of the qualities of a Ninja!



Recognize and applaud the Ninjas at your workplace. Get creative in choosing the way you choose to reward them – be it handwritten notes, praises in public, or shout-outs on Empuls.



Badge their greatness. NINJA BADGES are a fun way to underline the 'Ninja' who resides in each one of us – albeit in various avatars.

Here are some Ninja Badges you can put to use:



A 'naturally' resourceful, agile and wise worker known to take any risk unarmed.



The analytical and visionary with a solid grasp over his or her domain, and who is a master of the art of strategy.



The adaptable Ninja who is always sensitive to his / her surroundings, and agile enough to respond with responsibility.



The go-to saviour Ninja who can put out any fire and get you out of those last-minute panics.



The Ninja who routinely turns everyone's craziest ideas into workable plans.



The Ninja you can count on to pull a rabbit out of the hat at will – be it figuring out the perfect menu for the company Offsite, or adding the WOW touch to a big pitch presentation.

8th DEC

Pretend to be a Time Traveller Day

A day of imagination and time-hopping when we revisit the past and pre-visit the future. Encourage your teams to bring all their creativity to this day. A quick activity that'll inject some thoughts of curiosity is sure to bring out some interesting story versions.



Your post can go like this...

Time never stands still, and neither should we!

How about a trip down the timeline?



The best travellers transcend geography, preferring to trek along the highway of time instead. If you could do the same, what are the destinations in your past and your future you would like to visit? Today – on ‘Pretend to be a Time Traveller Day’ – let us defy the rules of the game and let our imagination roam free.

Here are some of the goals we hope to achieve today:

- Revisit actions and figure out if we could have done them better.
- Return to milestones and congratulate ourselves again, reminding ourselves of our true powers and talent!
- Step forth into the great unknown and figure out trends and patterns, even before they become trends!
- Venture into tomorrow and prepare ourselves for its opportunities, in advance.
- Of course, all this is firmly dependent on our powers of imagination and our gut instincts and feelings, so make sure to be mindful of both before you start.

Choose your time period and decide whether you are traveling to the past or the future. Add your comment for: Where would you go, and what would you see? Make it more interesting by tagging your co-workers in your story.

The most creative comment/story with the max number of likes wins!

Happy TIME TRAVELLING!



11th DEC

International Mountain Day

International Mountain Day is observed globally on December 11th every year. The celebration aims to increase awareness of the importance of mountains for the health of the planet and the well-being of billions of people. Your employees will be delighted to be a part of creating awareness about the importance of Mountains. You can even add a twist and turn things more interesting by focussing on the mountain metaphor and make it inspirational!



Your post can go like this...

Conquer every planet!



Mountains symbolize some of the best things of life, be it solace, beauty or challenges.

On the occasion of International Mountains Day let us celebrate the mountains in our life – both the ones we can see with our eyes and the ones that exist in our minds.

Post beautiful pictures you have taken, whether it's a photo of a beautiful mountain landscape in the mountains or the best from your trekking/travel series. Tag someone at work who you think has beautiful pictures from their trekking series.



25th DEC

Christmas

The season of giving, magic, and miracles is here again!

Get your folks into the spirit of the season... Santa already is!

Of all the festivals, Christmas awakens the strongest and most heartfelt associations, even at work. There is a yearning, a desire, and a smile spread wide across our faces. It takes us back to our childhood stories that spark memories of mugs of hot chocolate, mistletoe, snowflakes, Santa's gifts, enlivening trees and gingerbread houses! And, as we canter down the happy lane of memories and inspirations, ideas keep sprouting. When put to good use, these ideas can give the workplace a lift – the force of which will spill well into the next year!

Whether you're a Christmas-lover or a grumpy old Scrooge, you can use festivities to keep those mood levels high!

1. Christmas Decoration Contest

You'd be surprised how much a few bits of tinsel here and a couple of baubles there can really pick up the atmosphere and get staff feeling excited about the holidays! Christmas decorating is a beautiful annual tradition; it gets people working together and bonding over a mutual love for the festive season. Make it interesting by bucketing your staff into teams and organizing a contest – teams with the most imaginative decorating ideas win cool goodies!



2. Virtual Santa Gift Exchange

Christmas gifts are all about excitement. It's the joy of knowing someone is thinking about you. It's the thrill of opening something but, more than that, it's the magic of connection. It's beautiful when we get to play Santa gift exchange with our co-workers. Use Empuls to share secret Santa messages through elves in the office and let your teams get the help of the HR team to send gifts to their children.



Your post can go like this...

Ho Ho Ho...

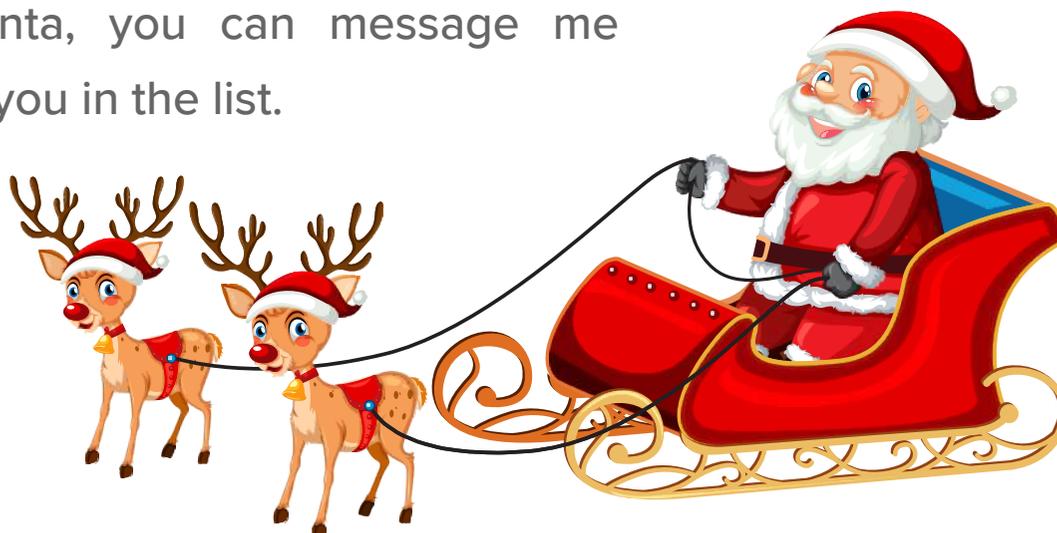
Santa is here... Can gifts be far behind?



The tradition of the office Secret Snowflake or Secret Santa lives on... and this year, it's going to be even more special! **BIG SURPRISES ON THE WAY** - Secret Santa gifts, secret messages from elves, party time & more!

To start off, we will be playing a virtual secret Santa this week. The names of your child (giftee) will be randomly generated and shared with you. You can send them personalized messages, handwritten notes, handmade cards, gift cards/vouchers, or any special gift whatever feasible. Take the help of an elf (a friend, teammate, manager, or anyone in the company) who can deliver your special message and gift to your child. The elves can post the messages on your behalf on Empuls. The elves can be one or many. Think of ways to confuse your child and bring more fun!

In case you are on leave, traveling, or have any other reason you can't participate in Secret Santa, you can message me separately and I will not include you in the list.



Get ready for some festive cheer!!!

Once the Santa's have got chits of who their child is, It's good to build excitement and encourage the Santas to start sending clues, messages, and gifts to their child through a colleague who can do the elf duty for them.



Your post can go like this...

Ho Ho Ho!!!!

Dear Santas,

I hope you would have got your child's name by now! Let the surprises begin! Start sharing messages and gifts for your child and make their day cheery! So, have you decided who is the 'elf' who will be helping you deliver your secret message and gifts to your child?

'Tis the season of love, joy & making people around us and everything feel extra special! Some of you would have already decked up your homes with beautiful Christmas decorations. We'd love to see your Christmas tree and decor! Share pics of your Christmas decor or share any beautiful Christmas decor/tree that you have captured!

Let us all enjoy & be a part of this beautiful celebration!

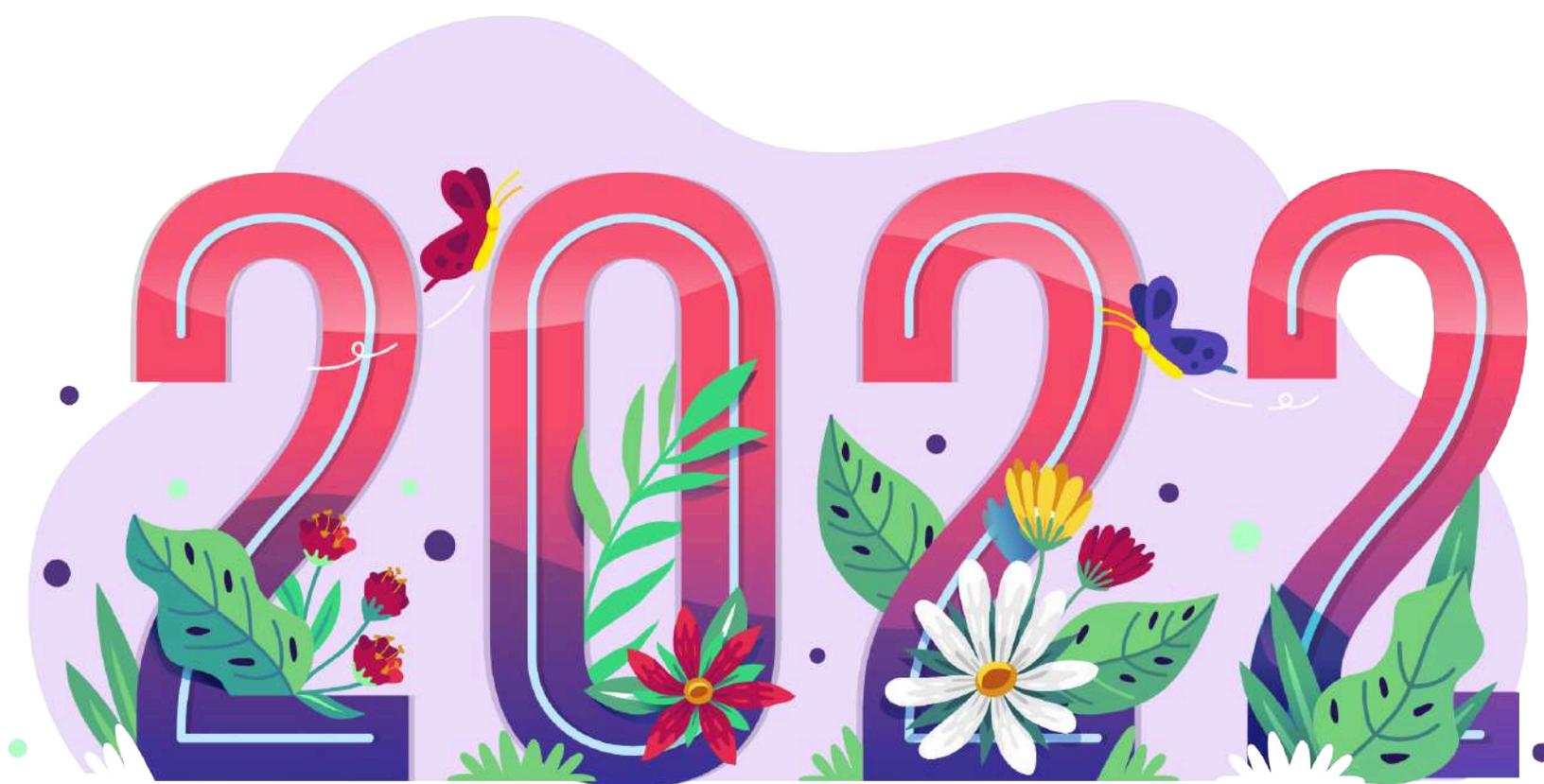
In case you have not received your child's name- Please let us know!



31th DEC

New Year's Eve

There's no day like the last day of the year. The Grand Finale is finally here, and there are all kinds of emotions sloshing around in our minds – from sweet nostalgia (for all the amazing moments we've had over a long and eventful year) to a pinch of regret (for the opportunities missed and the relationships that have moved on) to the thrill of anticipation (the awesome peaks we have planned for 2022 and, the best part, all those serendipitous surprises we know are just 'round the corner!)



Your post can go like this...

A New Calendar full of trills... Miracles... Joy!



As we wrap up the year and get all set to welcome a new year of joy, peace, and good health, convert this very special day into a memorable opportunity to:

Take stock and learn lessons

Make corrections and course adjustments.

Thank all those who made the year memorable for you

As we bid adieu to the year 2021, let's welcome the New Year by sharing some inspiring messages for each other here. Tag your colleagues as you share your aspirations for the New Year (which must be attained as a team), congratulate them for the peaks they have scaled in 2021, share gratitude messages that could brighten up their day, and wish them a world of happiness -- **Starting tomorrow!**

Here's wishing you all a very happy 2022. Let's welcome the new year together!

See ya next year!

And Oh! Remember that...



The best is yet to come!

Naz Parveen
Employee Engagement Specialist
Empuls