

Collective Well-being Calendar

This calendar is based on the 3 Key Elements + Breathing Space concept. Please make use of it as you try to apply the 3 Key Elements + Breathing Space in your day-to-day life.

<p>1 Place Among your work tools, which are your pride and joy? </p>	<p>12 Team Who among the members of your team have you spoken to the least lately?</p>	<p>23 Time Do you and your team members share any kind of ritual for starting or ending your workday? </p>
<p>2 Time Are you able to secure sufficient breathing space (e.g., time for breaks or to prepare) between meetings?</p>	<p>13 Place What is a handy tool or function you'd like to tell others about that only you know? </p>	<p>24 Team Over the past week, have you had an opportunity to speak with someone from another company or another department for something unrelated to work?</p>
<p>3 Team Do you know what any of your team members have been hooked on lately? </p>	<p>14 Time When you start your workday, do you have your own routine or a ritual for flipping your "on" switch?</p>	<p>25 Place Do you have your own favorite music or aroma? </p>
<p>4 Place Are you able to use different meeting venues and means of contacting others in accordance with the purpose at hand?</p>	<p>15 Team Do you have a personal routine that you would like any of your team members to know about? </p>	<p>26 Time Do you have the time you need for thinking or retrospection?</p>
<p>5 Time How many minutes are you planning for breaks today and how do you intend to spend them? </p>	<p>16 Place Is there anything you do to separate your work-space from your personal space?</p>	<p>27 Team Over the past week, in what sort of non-work situation did a team member show their appreciation to you? </p>
<p>6 Team Have you spent 30 minutes or more lately just shooting the breeze with one of your team members?</p>	<p>17 Time When you finish work for the day, do you have a way of marking the transition back to your own time? </p>	<p>28 Place Do you have a set place where you keep each of your work tools?</p>
<p>7 Place Have you placed something in your work-space that sparks joy for you? </p>	<p>18 Team Was there anything that a team member did for you recently that made you happy?</p>	<p>29 Time What approach to relaxing do you recommend? </p>
<p>8 Time What did you do that made you feel full of life recently and with whom did you do it?</p>	<p>19 Place What tricks do you use to create an environment that helps you concentrate? </p>	<p>30 Team Can you describe in a nutshell the kind of times when your team members are at their liveliest?</p>
<p>9 Team Do you know any of your team members' mottos? </p>	<p>20 Time Have you and your team members let each other know when is a good time for contacting one another?</p>	<p>31 Time What, if any, difference is there between the way you would ideally like to make use of your time and the way you actually use your time?</p>
<p>10 Place Do you have a favorite virtual background for online meetings?</p>	<p>21 Team Did you have any time before and after yesterday's meeting to chat with others? </p>	
<p>11 Time What time of the day do you best concentrate: morning, midday, or evening? </p>	<p>22 Place Where do you go when you want to calm down?</p>	  