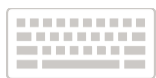







NEW YEAR, FRESH START

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>DECEMBER ✨</p> <p>This December, we are marking a new beginning with our building and there's no better time for a fresh start. From cleaning, organizing and updating your space to making a donation to make a difference in someone's life, now is your time to reset and get ready for the New Year.</p> <p>Your 2018 starts now, let's build something better together!</p>				<p>1</p>  <p>START SMALL</p> <p>Tackle the little things, clean and dust your phone, keyboard and mouse.</p>
4	5	6	7	8
<p>MAIN FLOOR WEST PREPARE FOR NEW CARPET FRIDAY!</p>	<p>STORE IN BINS</p> <p>Store all your office supplies in containers, drawers, baskets and bins. Putting all these supplies out of sight will give your office a decluttered look!</p>	<p>FROM THE TOP</p> <p>Spend some time organizing and cleaning your desktop.</p>	<p>MAKE ROOM</p> <p>Clear your desktop. Discard or donate unneeded items.</p>	<p>FILE THIS UNDER...</p> <p>Have a stack of papers on your desk? Shred files you don't need, organize and file the ones you do.</p> <p><i>Shred stations are available</i></p>
11	12	13	14	15
<p>MAIN FLOOR EAST PREPARE FOR NEW CARPET FRIDAY!</p>	<p>SHAKE UP YOUR PASSWORDS</p> <p>Using the same password for multiple accounts makes your information vulnerable to hackers.</p>	 <p>OFFICE SUPPLIES</p> <p>Replace broken office supplies to reduce clutter and improve productivity!</p>	<p>OPEN ENROLLMENT</p> <p>One day left to enroll in our new benefits plan. Be sure to make your selections by tomorrow!</p>	<p>REFLECT</p> <p>Spend the morning reflecting on your accomplishments. It's been a long year and you've done some great things!</p> <p>See you tomorrow at the Holiday Party!!</p>
18	19	20	21	22
<p>RECYCLE</p> <p>Return unused computer equipment, office supplies, and furniture. Make something old, something new for someone else.</p>	 <p>LOVE YOUR DESK?</p> <p>Show us the before and after of your desk for a chance to win a prize!</p>	<p>CLEAN YOUR CUPS</p> <p>Rinse and stow your coffee mugs and discard of any old, unwanted food so not to attract any unwanted guests!</p>	 <p>CONFIRM YOUR CONTACT INFORMATION</p> <p>Make sure your address and emergency contact information are correct. Add important contact numbers to your phone or files.</p>	<p>TREAT YOURSELF</p> <p>It's a long weekend. Find your equilibrium by doing something just for you!</p>
25	26	27	28	29
<p>SLEEP IN</p> <p>Enjoy your day off. We'll see you tomorrow.</p> 	<p>YOU'VE GOT MAIL</p> <p>Mailbox full? Delete emails you no longer need, organize and archive the ones you do.</p> <p>Ensure your signature has been updated with the new standard that was e-mailed today!</p>	<p>BRUSH UP</p> <p>Take some time to review and familiarize yourself with our Company policies.</p>	<p>DID YOU KNOW?</p> <p>You are eligible for discounts at various locations. Before you make a purchase, take advantage of our special offers.</p> <p><i>See Kristi in HR for more details!</i></p>	 <p>SO FRESH AND SO CLEAN</p> <p>Now that your desk and workspace are sparkling clean, you are ready to take on 2018!</p>