

Year Round Gratitude Planner

The Reality: You know gratitude matters. But without a plan, it falls to the bottom of your to-do list.

The Solution: Treat gratitude like any other important task - schedule it, track it, make it happen. Use this planner to build gratitude into your rhythm for the entire year.

* Part 1: Your Gratitude Inventory

People I Lead/Work With:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Before you plan, take stock.
Who needs to hear "thank you" more often?

Who gets overlooked?

Think about the quieter contributors, the behind-the-scenes people, the ones who never ask for recognition.

* Part 2: Your Monthly Gratitude Plan

Pick 2-3 specific gratitude actions you'll do EVERY month. Schedule them in your calendar right now.

Action 1: _____

When I'll do it: _____

Calendar reminder set?

Action 2: _____

When I'll do it: _____

Calendar reminder set?

Action 3: _____

When I'll do it: _____

Calendar reminder set?

Who am I most likely to forget?

Board members? Remote staff?
Volunteers? Long-time employees who feel invisible?

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* Part 3: Quarterly Gratitude Goals

What bigger appreciation gestures will you do four times a year?

Q1 (January - March)

Goal: _____

Who: _____

By When: _____

Completed?

Q2 (April - May)

Goal: _____

Who: _____

By When: _____

Completed?

Q3 (July - September)

Goal: _____

Who: _____

By When: _____

Completed?

Q4 (October - December)

Goal: _____

Who: _____

By When: _____

Completed?

* Part 4: Gratitude by Goal

Choose specific actions based on your role. Schedule at least ONE per month.

Monthly Actions I'll Take:

- _____
- _____
- _____

Ideas if you're a Board Member:

- Send personal note to ED after tough meetings
- Contact a staff member randomly to say "great work" (and make sure the ED is okay with this first!)
- Organize a staff appreciation event
- Share org wins on personal social media

Ideas if you're a Manager/Director:

- Start meetings with specific shout-outs
- Thankful Thursday appreciation texts
- Coffee with rotating team members
- Notice invisible work
- Let someone leave early "just because"
- Protect team's time off

Ideas if you're an Executive Director:

- Send impact updates to board between meetings
- Handwritten notes after board meetings
- Feature board member in newsletter
- Invite board to see programs in action
- Share beneficiary stories directly
- Celebrate board members' personal wins

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* Part 5: Monthly Check-in

At the end of each month, reflect and plan for next month.

This Month's Gratitude Wins:

What gratitude actions did I actually follow through on?

Who Did I Miss?

Who should have heard "thank you" but didn't?

What Felt Most Natural?

Which gratitude actions came easily and felt authentic?

What Felt Forced?

Which actions didn't fit my style? (Try different approaches next month)

Next Month's Focus Person:

Who will I make sure to appreciate next month?

Reflections

* Part 6: Accountability Partner

Change is easier with support. Who will help you stay consistent?

My Accountability Partner: _____

How we'll check in: _____

When we'll check in: _____

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* Part 7: Year-end Reflection

At the end of the year, answer these questions:

Did gratitude become a part of our culture, or just something I did occasionally?

What will I do differently next year?

What changed in my relationships with my team/board?

If I left tomorrow, would people say they felt valued?

* Your First Step

1. Pick ONE monthly gratitude habit
2. Put it in your calendar RIGHT NOW with a recurring reminder
3. Identify ONE person you'll appreciate this week

My first gratitude action: _____

When I'll do it: _____

Completed?

Remember

You don't need to do everything on this list. You just need to do SOMETHING consistently.

Pick what feels authentic.
Schedule it.
Follow through.
That's how cultures change.

Need support building a culture of appreciation?

Contact The Stacey Wedding Group for consulting on organizational culture, board development, and leadership coaching.

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