

Expand Your Circle of Nice

Pull out four blank pieces of paper and create the following four lists:

1. **Your current circle of influence.** List everyone you come in contact with on a daily basis, even if you don't know their names or actually speak to them.
2. **Your current circle of nice.** List the individuals to whom you've already made a conscious decision to be nice. Next to each of their names, list the *specific actions* you take to care for these people. How do you let them know they're included in your circle of nice?
3. **Your immediate goals: The people you want to add to your circle of nice right now.** List the individuals or groups of people with whom you have contact but haven't yet added to your circle of nice. Make a conscious decision to take actions toward including them in your circle of nice.
4. **Your long-range goals: The people you want to add to your circle of nice in the future.** These people are *not* in your circle of nice, and you aren't quite sure how to add them, or whether you even want to add them yet. Choose one person from this list to begin moving into your circle of nice.

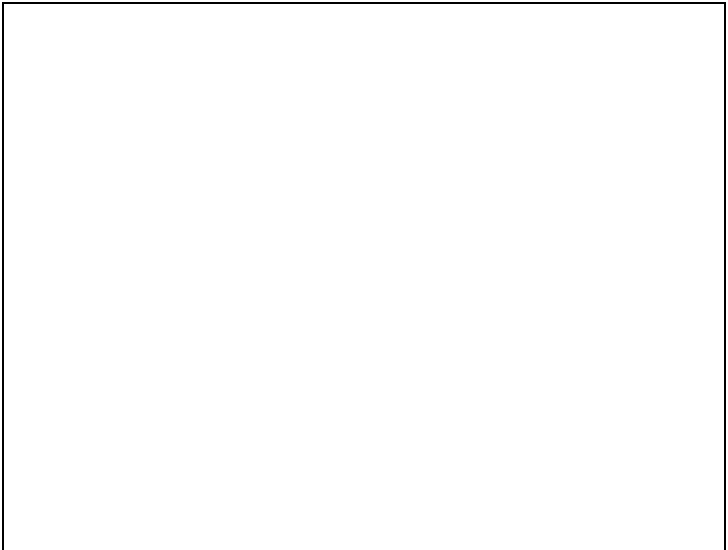
Create Magic

Activity Book

Celebrate a Birthday

Bring a cake and celebrate the birthday of a team member in another department.

(Take a picture of the birthday person with the cake and place it here!)



Host and Participate in a Workplace Theme Day

(Take a picture of yourself in your theme costume and place it here!)



Join a Committee for a Fundraising Activity

Report: Describe the organization you raised money for, how you raised the money, the role you played, and how much you raised.

Create a Dream Board

Create a Dream Board of your goals and share it with fellow staff members.

On a large poster board, paste pictures of things that make your heart sing (your dream car, a person with the type of body you want, a place you've always wanted to visit). Listen to your heart. If the photo makes your heart sing, it belongs on your dream board. Post your dream board in your home or workspace to remind you of your goals and resolutions. Negative, self-doubting images can pop into your mind uninvited, but your dream board will help you take control and cancel them out.

Report: Please give details on how you presented your Dream Board, and to whom.

Bring Treats for the Entire Staff!

Report: Please give us a report on what the treats were, and to whom you gave them.

Participate in a Mutual Appreciation Potluck Luncheon

Everyone bring in a potluck dish and have lunch together.

Report: Please tell us what potluck food item you brought, and how much fun you all had.

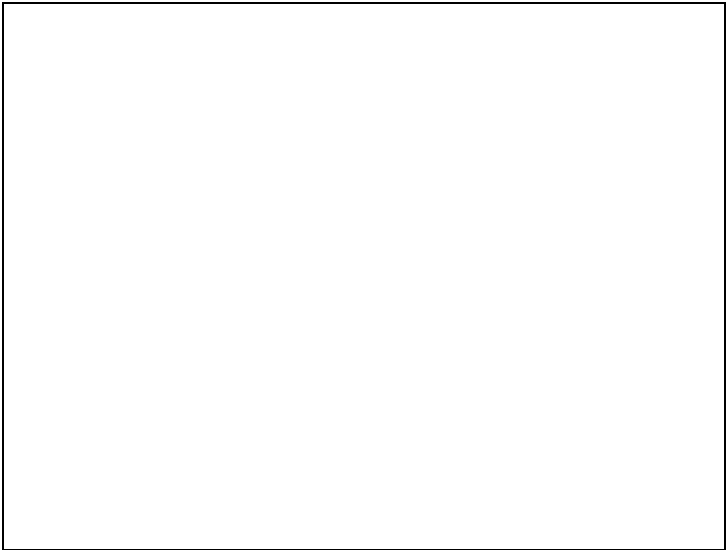
Read a GREAT Motivational Book and Share What You Learned

Share a 5-minute summary in your next staff meeting on what you learned.

Report: Please tell us the title of the book, when you taught the class, who was present, and how it went.

Wear a Funny Hat All Day

(Take a picture of you with your funny hat and place it here!)



Host a Movie

Clear out a big room in your workplace, tell your staff to bring their pillows, pop up the popcorn, and pop in a great movie for all to enjoy!

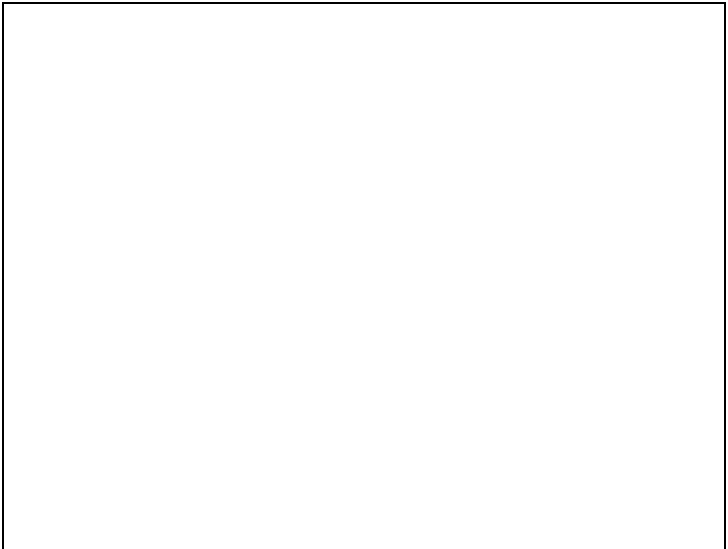
(Movie ideas: *Whale Rider*, *Millions*, *Miracle*, *Rudy*, *Coach Carter*, *Radio*, *Pay It Forward*, *The Dress Code*, etc. NOTE: Avoid any R-rated movies)

Report: (date, movie watched, comments):

Host a Pancake Breakfast

Report (date of breakfast & comments):

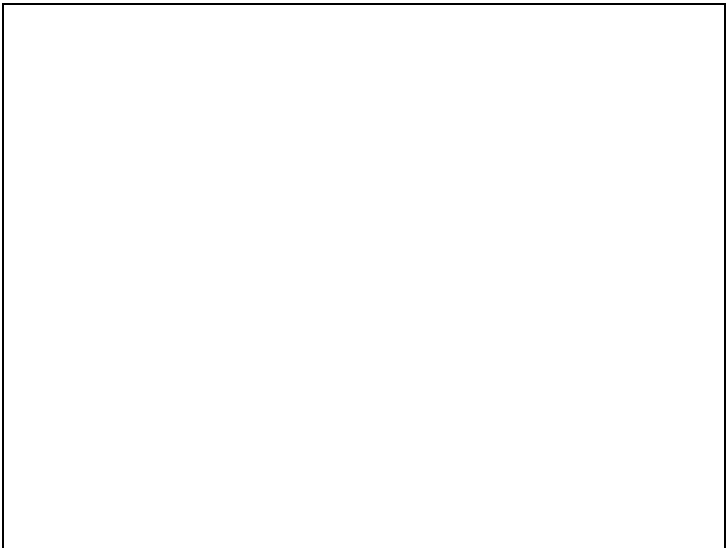
Insert a photo of you flipping pancakes here:



Host a Staff Dinner or Barbeque at Your Home

Report (date, how many attended, what you served & comments):

Insert a group photo of everyone who attended your dinner:



Organize and Host a Character Awards Event for Your Staff

The Character Award is not about business, it's about character and personality. Each team member presents a handmade award to another team member. This is a great opportunity to honor everyone on your team and have some fun!

Getting Started

- Put everyone's name in a hat and have each team member draw a name.
- Set a date for your Character Award Ceremony. Give yourselves a month to do research on your honoree and create your handmade award.

Guidelines

Talk to other team members, family, and friends to find out more about the person. Find out what they do that highlights their character and personality. Do they volunteer with any organizations? How do they create magic in their lives and in the lives of those around them?

Making Your Award

Each award is to be handmade and personal, using your new knowledge about your team member. Take time to create something they would be proud to display. Create it using arts and crafts and your

imagination. Remember, the award is about the person receiving it, so you wouldn't want them to be embarrassed to receive or display it. The award is to be given in the spirit of admiration, support, and fun; it should not be condescending, trivial, embarrassing, or sarcastic. The award should be filled with love and respect for the recipient.

Planning Your Ceremony

Plan a wonderful, first-class evening to host the award ceremony. Perhaps you can all get dressed up and reserve a private room at a beautiful restaurant. One by one, each person will give a 3–5 minute presentation about the recipient of the award they created. If you want, you can use music during your presentation and make it as fun and entertaining as you wish. Just remember, you do not want to embarrass anyone or turn the award into a joke.

Report (date, how many attended, who did you give an award to, who gave you an award & comments):

Lyn Christian, master coach and CEO of Soul Salt, Inc., has trained hundreds of coaches across five countries. Her "Perfect Day" exercise will help you uncover or rediscover your dreams and take concrete steps toward bringing them to life.

"Dreams can't come true unless you take time to really dream," Lyn says. "Too often, we get in a churn-and-burn mode. We forget to stop and ask, 'If I could have my life just the way I want it, what would it look like?' Allow yourself to stop and dream for a few minutes, and you can have exactly what you want."

Part I: Define Your Perfect Workday

Reserve 5 to 10 minutes and do some free thinking or brainstorming. Settle into a favorite place with a cup of coffee or whatever makes you feel at home and comfortable in that space.

1. Outline your perfect workday, workweek, or work month.

If time and money were no obstacle, what would a perfect workday be like?

What time do you get up in the morning? What kind of environment do you wake up in? What do you eat for breakfast? When do you start working? Who do you work with? What kind of work do you do? Do you listen to music? When do you take your breaks? What does your afternoon look like? What time do you stop for the evening? How do you spend your evening? Is Monday different than Friday? How many days a week do you work? How much do you earn? What kind of satisfaction do you gain from your work?

2. Commit to a 10% change.

You don't have to change everything all at once, just change things by 10%. Dream a little bit and start making that your reality. Look at the work you're doing now and make it a goal to transform at least 10% into your perfect workday. Commit to keep working at it for the next year, one piece at a time, until your perfect workday becomes your reality.

3. If you get stuck, try something new.

Go to some of the people you admire or people you think are living their dream, and find out what their workday is like. Experiment. Start trying some things. When you were a kid, how did you know which candy you liked, or whether you wanted to ride a bike or roller skate? You had to try things on. Take a day off and shadow somebody who's doing something you might be interested in. Or shadow someone in your company who has a role you think you'd enjoy.

Be Nice (Or Else!)

One of Lyn's clients did this activity and saw herself on a horse ranch. A year and a half later, Lyn drove out to the ranch to help her client put her new horses into her barn. Dreams can't come true until you stop long enough to identify them.

Part II: Define a Perfect Day in Your Personal Life

Reserve 5 to 10 minutes and do some free thinking or brainstorming. Settle into a favorite place with a cup of coffee or whatever makes you feel at home and comfortable in that space.

1. Describe a perfect day.

If time and money were no obstacle, describe a perfect day in your life. This exercise can be difficult for some people because they've never fathomed what they'd do if they didn't have to work.

If you didn't have to earn a living any longer, what kinds of things would you do? What does your life look like? Where do you wake up? How do you find value in your day when you don't have to define yourself according to a role in a job or at work? Who do you get to become?

2. Set a due date and start working your way from the dream back to reality.

What will it take for you to adjust in your work today and tomorrow in order to set you free for this dream? When will you do that? When will you start making your plan?

Some people do this exercise and realize they never want to stop working or they always want to make a contribution. Others realize that if they really want their dream, they'd better get in gear and start planning for it. This exercise won't lead you one way or the other. It will simply help you find your own path, if you're really being honest.

THE CHARACTER AWARDS

The Character Awards are not about business (who had the highest customer service ratings or who sold the most widgets); they're about character and personality. Each team member will present a handmade award to another team member. This is a great opportunity to honor everyone on your team and have some fun!

Getting Started

- Put everyone's name in a hat and have each team member draw a name of the person they will honor.
- Set a date for your Character Awards ceremony. Give yourselves a good month to do the research on the person whose name you drew and to create your handmade awards.
- You might be giving an award to someone you don't know very well, so please do your research.

Guidelines

You decide what the award will be. Research the person. Talk to other team members to find out more about them. Call their friends and family. Find out what they do that highlights their character and personality. Do they volunteer with any organizations? How do they create magic in their lives and in the lives of those around them?

Making Your Awards

Each award is to be handmade and personal, using your new knowledge about your team member. Take the time to create something they would be proud to display. Create it using arts and crafts and your imagination. Perhaps you will want to involve your friends and family to help you make the actual award. Remember, the award is about the person receiving it, so you wouldn't want them to be embarrassed to receive or display it. The award is to be given in the spirit of admiration, support, and fun; it should not be condescending, trivial, embarrassing, or sarcastic. The award should be filled with love and respect for the recipient.



Planning Your Ceremony

Plan a wonderful, first-class evening to host the awards ceremony. Perhaps you can all get dressed up and reserve a private room at a beautiful restaurant. One by one, each person will give a small presentation about the recipient of the award they created. Each presentation should be 3 to 5 minutes long. If you want, you can use music during your presentation and make it as fun and entertaining as you wish. Just remember, you do not want to embarrass anyone or turn the award into a joke.

Be Nice (Or Else!)

Be Selfish in a Good Way

What fills up your reservoir? What are those “good” selfish things you can do to make yourself happy in any given moment? Try this exercise to help you find out.

In the left-hand column, list some things you have to do, such as grocery shopping or taking out the trash. In the right-hand column, list the activities or actions that would add fun and pleasure to each task. Adding “Nice to Do” activities to your “Have to Do” chores is a great way to refill your reservoir each and every day.

Have to Do

Nice to Do

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DO SOMETHING! Reward Nice People

Here are a few examples of letters you could write to compliment someone's niceness. They're short, sweet, and took only a few minutes to compose.

Dear Restaurant Owner,

Last night my family and I had dinner at your restaurant, and I just had to tell you how impressed we were with our waiter, John Smith. He was friendly, polite, and seemed to anticipate our every need. His excellent service added so much to our dining experience. He was one of the nicest waiters we've ever met, and he helped make it one of the nicest evenings we've spent in a long time. We look forward to coming back again soon!

Dear Hotel Manager,

I recently spent a few nights at your hotel, and it was one of the most delightful experiences I've ever had. Your staff members were so nice! Everyone I met, from the lovely young woman who checked me in upon arrival, to the doorman who hailed my cab when I left, went way beyond "just doing their job." They were friendly, outgoing, and always cheerful. They smiled and spoke to me whenever I passed by. When I asked for directions to various parts of the hotel, they didn't just tell me, they showed me to my destination. I can't remember ever feeling so welcomed at a hotel before.

Dear Corporation Owner,

I recently had the opportunity to do business with your company, and the experience was amazing. Your facilities were immaculate, the products I needed were easy to locate, and everyone I came in contact with was courteous, helpful, and eager to please. I haven't stopped telling my friends about the quality of your organization, and I look forward to doing business with you in the future.