

# 1ST QUARTER REFRESH

15 DAYS TO A  
YEAR OF  
CAREER  
WINS.

DAY 1



**SEND A THANK YOU  
NOTE TO SOMEONE  
YOU WORK WITH**

DAY 2



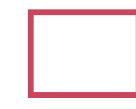
**WRITE TO SOMEONE  
YOU ADMIRE  
PROFESSIONALLY**

DAY 3



**CALL AN OLD  
COWORKER**

DAY 4



**SET A YEAR LONG  
READING GOAL**

DAY 5



**CHANGE ONE PART OF  
YOUR DAILY ROUTINE**

NOTES:

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DAY 6



**INTRODUCE  
YOURSELF TO A  
SOMEONE YOU  
HAVEN'T MET  
BEFORE AT WORK**

DAY 7



**CLEAN OUT YOUR DESK**

DAY 8



**MAKE A  
PROFESSIONAL  
BUCKET LIST FOR  
THE YEAR**

DAY 9



**CLEAN OUT YOUR  
ENTIRE INBOX**

DAY 10



**SET YEAR-LONG  
CALENDAR  
REMINDERS**

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DAY 11



**WRITE DOWN THREE  
GOOD THINGS AT THE  
END OF THE WORK  
DAY**

DAY 12



**REVIEW YOUR  
PAYCHECK**

DAY 13



**STOP WORKING WITH  
YOUR PHONE OUT**

DAY 14



**TRY A STANDING  
DESK**

DAY 15



**DEEP CLEAN YOUR  
PHONE**

NOTES: