

What to Do This Month

February Admin Checklist

A monthly checklist to keep February workshops and communications on track, aligned to the theme Tend, and easy for employees to engage with.



1. Review Theme

Start by reviewing February's theme, Tend, to ensure workshop messaging and internal communications stay consistent throughout the month. The goal is to reinforce growth through attention, reflection, and small intentional actions.

Read more about February's wellbeing theme: [Tend](#)

Understand how the theme is framed and bring it to life in all communications throughout the month.

2. Schedule + Share Workshop Invites

Schedule and promote February workshops early to drive participation across the month. This section covers adding sessions to calendars, scheduling weekly invites, and ensuring employees have clear access to live workshops and replays.

Add all three workshops to internal calendars and promotions:

[Tend to Your Needs](#): Tuesday, February 10, 2026, 12pm EST

[Shake Off the Rust](#): Tuesday, February 17, 2026, 12pm EST

[Weeding Out Mental Clutter](#): Tuesday, February 24, 2026, 12pm EST

Schedule email invites for the upcoming February workshops:

Schedule & send Monday, February 9th: [Week 1: Tend to Your Needs](#)

Schedule & send Monday, February 16th: [Week 2: Shake Off the Rust](#)

Schedule & send Monday, February 23rd: [Week 3: Weeding Out Mental Clutter](#)

Schedule an end-of-month email promoting February workshop recordings for employees who missed the live sessions:

Schedule & send Thursday, February 26th: [Catch Up on February Workshops](#)