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Thank You Notes - *The B12 Shots to Start 2021!* December 2020

How to write a Thank You Note



We are in the last month of 2020, and usually folks are thinking about the festivities of the holidays and then onto New Year's Resolutions.

This year has been different in so many ways and different for different people. I'm betting, that blessed as you might be, you have all had struggles of one kind or another this year. If you



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Whether you are an

haven't you have most likely been impacted emotionally by those who have. Some of you have faced tremendous losses, challenges and serious struggles.

For all of you, I am hoping that 2021 brings you stability, abundance, good health and a reawakening of life, much like the trees and grass and flowers all come back to life in the Spring. I'm hoping we will all experience a gradual gentle renewal of life.

I'm not going to talk about resolutions this year, instead I want to pose a few questions and then share my version of B-12 shots for you to consider.

So here are a few things to consider:

- In the way that life changed this year for you, what has brought you unexpected pleasure, joy or happiness that you would like to carry with you, if/when life returns to "normal" whatever that may look like?
- How will you do that? What new pattern, or habit or experience is worth continuing and how will you pay attention and build time/space for that to continue?
- What have been your deepest learnings from life under COVID and how does that affect your way forward from here?
- What are you most proud of? What have you succeeded in doing or how have you successfully maneuvered through

executive, manager or early in your career, Joy will help you:

Get clear on your goals and direction

Recognize and capitalize on your strengths

Think through complex and sticky issues

Re-examine your perspective when appropriate

Create a plan you can confidently embrace to move forward



Don't know
where to

unexpected challenges. What have you learned about yourself through that? Take time to congratulate yourself and recognize skills and abilities you might previously not have thought about!

Now, for that B-12 shot!

At Thanksgiving time this year, our pastor challenged us to send folks we know notes of thanks and gratitude, taking time to share with them what we appreciate about them and the ways they have favorably impacted us, be it big or small. I hate writing hand-written notes, but it was something I was taught as a child and I do so appreciate receiving hand-written notes so I understand the value of them. So, while I don't relish writing notes, I decided this year, especially, folks needed a boost. So I thought of a few people right off and started a few notes. As I began writing them, I thought of more people, then even more. Before I was done, I had probably written in excess of 50 notes. I did a few each day and the more I wrote, the more I wanted to write.

I was surprised at how many of those people called me, emailed me or found some way to thank me and share with me how much the note had meant to them. WOW! I didn't expect that. I thought it would be nice thing to do, but I totally underestimated the impact of those small notes.

How many of your friends, family and colleagues could use a boost of gratitude and a reminder of how they are valued to start their year off with a really good feeling about themselves?

When I retired from my first career, there were many celebrations for me among different groups

start writing notes?

Here are some *suggested starters*:

- I've been thinking about you and wanted to tell you something...
- I realize that sometimes we don't tell people how they have (helped us, impacted us, made a difference for us, etc)... so I want to tell you that you have helped me by...
- You're a good (family member, friend, etc.) because.... And I realized I never told you that. So I want you to know and say thanks.

Don't know *what to thank people for?*

Here are a few ideas to get your *thoughts* flowing:

- For the many times you've been there when I needed a listening ear
- For not giving up on me
- For your coaching, suggestions,

and people came up to me and shared what I had meant to them or what they had learned from me or ways they appreciated working with me. I was amazed and mostly surprised at things people shared with me. I had no idea the impact I had made for people in so many ways unknown to me. It made me think – we often have great thoughts about others that we fail to share with them.

So, this year, think about starting with just a few notes to give the gift of a virtual B-12 shot. Then, maybe you'll think of a few more to write.

Happy Holidays to you and I am wishing you all the very best start to 2021!

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- guidance, wisdom
- For helping me get off to a good start
- For your perseverance that keeps me moving forward when I/we get stuck, positive attitude that's contagious, being my cheerleader, always seeing the bright side that helps me/us keep going
- For taking care of... for me
- For being reliable in tasks that often go unnoticed, I want you to know that I notice and it's important and I appreciate that you do....
- That you've been willing to tell me hard things to hear
- That you care enough about me to....
- For your patience as I was learning.... and making mistakes along the way
- For being the person who brings laughter into my life
- For helping me get some perspective about...
- For being willing to say what you think
- For paying attention to everyone's feelings

and noticing when someone needs help, a boost or needs to talk about something

- For organizing birthday celebrations and holiday get-togethers (albeit maybe now virtually). You keep the team together and what you do is not taken for granted...

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