

## THE FRANKLIN FIVE

- FOCUS ON USING THE PRODUCTIVITY PYRAMID**  
The Productivity Pyramid is a visual representation of the steps you take when you plan. Determine your governing values, set goals, plan weekly, and plan daily. Learn more with our online training portal at [FranklinPlanner.com/Training](http://FranklinPlanner.com/Training).
- WRITE A THANK YOU CARD**  
Thanksgiving is the perfect occasion to show an attitude of gratitude, but too often our words of appreciation are muffled amidst a hearty meal or football game. Take the time this month to write a handwritten, sincere thank-you note. Perhaps to a former teacher, a neighbor, or a coworker you haven't seen in a long time.
- PUT FAMILY FIRST THIS THANKSGIVING**  
Thanksgiving is filled with laughter, great meals, and time with family, but it can also be loaded with stress. This year, begin your preparation early or only cook the foods you love eating so you can truly enjoy your family's company.
- PREPARE A HOLIDAY BUDGET**  
Overspending during the holidays is a quick way to stifle the holiday spirit. Decide now how much you'd like to spend this season from decor to gifts and commit to stick to your plan.
- INSPECT YOUR HOLIDAY LIGHTS**  
Make sure you have lights that will work for the holiday season now, before you decide to decorate your house or tree. Chances are you have a few strands that don't light all the way or only light when they get wiggled just so. Decide which lights will work for the holidays and which should be set aside for spare bulbs.

### MY FOCUS FOR THIS MONTH

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#### KEY DATES

- 1 All Saint's Day
- 6 Daylight Savings Time Ends
- 11 Remembrance Day (Canada)
- 11 Veterans Day
- 13 World Kindness Day
- 17 Great American Smokeout
- 24 Thanksgiving
- 25 Black Friday
- 28 Cyber Monday
- 29 Giving Tuesday

#### WEEKLY OBSERVANCES

13-19: Game and Puzzle Week

#### MONTHLY OBSERVANCES

National Novel Writing Month  
National Adoption Awareness Month  
Native American Heritage Month