**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through the [Discover Joy in Work](https://app.rightnowmedia.org/en/content/details/721006) series with executive Shundrawn A. Thomas on RightNow Media @ Work. I chose this series to help us learn how we can transform our perspectives to find meaning and value in our work.

Over the next month, please find time to watch this three-session series on your own. In addition to watching the series, note your answers the below questions. We may not discuss every question, but I would like each person to be prepared to give your input if asked.

* [REVIEW QUESTION BANK AND INCLUDE 5-6 QUESTIONS HERE]

Please complete everything prior to [DATE], which is when we will discuss this series in our team meeting. If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘SEND INVITE’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Announcement Template—Weekly Discussion*



Team,

Over the next three weeks, we’ll spend time as a team going through the [Discover Joy in Work](https://app.rightnowmedia.org/en/content/details/721006) series with executive Shundrawn A. Thomas on RightNow Media @ Work. I chose this series to help us learn how we can transform our perspectives to find meaning and value in our work.

Each week you’ll watch one session from the series and make note of your answers to the questions for that session (provided via email). We’ll then get together each week to discuss that session and the team’s responses. For our first discussion on [DATE], consider these questions as you’re watching session 1:

* [REVIEW QUESTION BANK FOR SESSION 1 AND INCLUDE TWO QUESTIONS HERE.]

If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘SEND INVITE’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Reminder Template*

*Tip: You can reply all to your previous announcement email so your team has easy access to the questions you sent over in the original email.*

Team,

Just a reminder that we’ll be discussing *Discover Joy in Work* with Shundrawn A. Thomas at our team meeting [next week / tomorrow].

* Make sure you’ve signed up for your free RightNow Media @ Work account: [INSERT CUSTOM LINK]
* Watch [the series here](https://app.rightnowmedia.org/en/content/details/721006) (available on desktop, mobile, or TV streaming devices).
* Answer the questions I previously sent over in preparation for our discussion.

Let me know if you have any questions. I look forward to discussing this series together.

*Weekly Question Email Template*

Team,

For next week’s discussion, watch session [X] of the [Discover Joy in Work](https://app.rightnowmedia.org/en/content/details/721006) series with Shundrawn A. Thomas on RightNow Media @ Work. Consider these questions as you’re watching:

* [REVIEW QUESTION BANK FOR THIS SPECIFIC SESSION AND INCLUDE TWO QUESTIONS HERE.]

Let me know if you have any questions. I look forward to discussing this series together.

**Question Bank**

*From session 1:*

* In the video, Shundrawn taught us about the parable of the sower. In the story, good seed was thrown onto all kinds of soil, some more receptive and others more hostile. Our work is like that seed: it is inherently good, but its environment determines whether or not it can flourish. **How would you characterize your experience in your current work?**
* **What would it look like for you to create a habit of gratitude during your workday?**
* **In what ways could a little preparation or organization help you manage these responsibilities more effectively in the future?**
* When you reach your desired outcomes, you bring more goodness into your work. Certain goals can even improve your workplace and the lives of people beyond your work serves.  **What goals could you set for yourself in your work?**

*From session 2:*

* Your work ethic reveals your values and motivations for work. **What are the primary motivators in your work? What fuels your work ethic or desire to do good work?**
* Make a list of the good things in your life. **What would it take for you to be content with what you have today?**
* Think of the people in your life who are humble and show more respect than they demand. **What is the environment around them like? In what ways does their outlook on life change their workplace?**

*From session 3:*

* Shundrawn defined an occupation as “any activity that takes up time and earns money. Contrast this with the word vocation, which comes from a Latin term that means “call” or “summons.” **Based on these definitions, would you categorize your work as a vocation or occupation?**
* **What do you think is the greater purpose of your current role? What benefits does your work provide to the world?**
* Work cultivates professional growth and personal maturity. **In what ways are you seeking to develop professionally in your work? What possible opportunities could you seek out to continue your professional growth?**
* Shundrawn shared a best practice in our achievement: hold yourself and your coworkers to a high standard while exercising humility. **What do you think it looks like to balance humility with achievement?**

*Tip: Additional questions can be found in the free series study guide* [*on RightNow Media @ Work here.*](https://reader.rightnowmedia.org/1700/721007)