



## IDEAS FOR KINDNESS IN THE WORKPLACE

Treat your co-workers: a small token can make someone feel appreciated. Organize a 'healthy snack day'; ask different people each week to bring in something healthy to eat

Create a Kindness Board: here employees can share stories, from the community or in the world, that have touched them. Alternately they can share any personal acts of kindness that have impacted them in their life.

Create a Quote Board: a white or black board that can be written upon. Here people can write (daily or weekly) inspirational quotes or poems that reflect kindness.

Send a Thank You note: to someone who has gone out of their way for you and post a copy on the office 'Kindness Board'

Organize an Appreciation Lunch: for a co-worker or supervisor. It can be for any reason - a birthday, a loss experienced, or just because ...

Send a Kindness Note: to a colleague, a supervisor, or heck to the CEO. Pick a name out of a box, write 3 kind things about that person, and give it to them at day's end. Sign it ... or not.

Start a Chain Note: a different person's name is drawn each day. Over the course of that day, a note is passed throughout the office giving everyone a chance to add their own kind word. Guess who's the last one to get the note?

**Steffi Black**, Kindness Advocate

[steffiblackcoaching.com](http://steffiblackcoaching.com)

[steffi@steffiblackcoaching.com](mailto:steffi@steffiblackcoaching.com)

Invite children from a local school: to come in and make Kindness bookmarks on which the children have written their thoughts on kindness. Next the children randomly place the bookmarks in books throughout the office.

Thank your suppliers: Strike a committee that drops off coffee and a thank you note to regular suppliers.

Create a Kindness Coins Jar: ask people to drop their spare change into it. At week's end, donate the contents to a local charity (wear your #spreadthekindness t-shirts, if you have them, and drop them off as a group on Friday).

Lunch together: at week's end and discuss other ways that caring can be incorporated into your workplace; create your own strategic plan for kindness.

Share a 'spreadthekindness' card: with a fellow library member after you have helped them; maybe they'll be encouraged to pay it forward.

Read to a senior: choose your favorite book and read parts of it to a senior or a blind person (connections can be made through the database of blind people at CNIB).

Memorize your library system vision statement and write out core values for the system that work for all.

The ideas above are just suggestions. Use them as you choose, or as a jumping off point to create your own roster of Kind Acts.

En-Joy!



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