

# live:kind

## *Acts of kindness to do at work*

1. Pray for your colleagues.
2. Find something new about your colleague today.
3. Find an opportunity give a compliment to a colleague.
4. Make a hot drink for a colleague.
5. Bring treats and leave them at the reception.
6. Send a postcard to your workplace when you are on holiday.
7. Leave a funny note, an encouraging card, or a treat in somebody's pigeon hole/mail box.
8. Offer someone a lift home.
9. Keep an extra umbrella at work to lend it out when it rains.
10. Listen without interrupting or offering suggestions until the person has finished talking.
11. Write a positive review of a business you liked or that was helpful.
12. When people are gossiping about someone, say something positive about the person instead.
13. If you work in a big office, learn the names of the colleagues you don't usually interact with and stop to say hello to them every now and then.
14. Invite a new colleague out to lunch so that you can get to know them.
15. Leave a flower on someone's desk.
16. Make tiny gifts and leave one on each desk – a cookie, chocolate, lavender bag, homemade card, donut, etc.
17. Put encouraging and cheerful posters or pictures in your office/work space.
18. Get into the office when no one else is there and hide wrapped chocolates in lots of unexpected places.
19. Buy a bunch of bright flowers for the reception desk so that they cheer everyone up who walks through the door.

20. Take a picnic to share with a colleague at lunch time.
21. Invite someone to go for a walk with you at lunchtime. Get to know them better while you both exercise.
22. Be positive about a colleague's new ideas. Find out how you can encourage them.
23. Do something to encourage your boss. They work really hard and they need encouraging too.
24. Get to know the people in your work place who might be lonely because they are not so easy to work with. Take time to listen to their story and understand why life might be hard for them.
25. If a colleague is sick or going through a tough time, ask them how you can be most helpful. Take some of their work load, if you can, or organise people to provide meals. Compassion at work is vital for people's wellbeing.
26. If your work place is not involved in a community project, encourage them to start donating one work day a year to their community. Ask your local council about the areas of greatest need, collect food for a food bank, clear rubbish from a local beauty spot, weed a community garden, redecorate a community building, etc.
27. Thank everyone who helps you at work. Gratitude makes you feel happy as well as your colleagues.
28. Create an encouragement wall. Use a large white board and collect positive feedback from your service users, funny jokes, motivational messages, pictures of new babies, things that are going well, etc.
29. Keep a list of everything you learn about your colleagues in a little note book. When is their birthday? What is their favourite drink or cake? Where do they like to go for lunch? What are their hobbies and the names of their family members? This information will help you to plan your acts of kindness.
30. Organise a daily or weekly 'Pause'. This is a time where you encourage everyone to come together to have a cup of tea and a cookie or cake together. Social times help people to feel happier at work. Talk to your bosses about the idea and make sure you have their support.
31. Organise some fun activities after work or during the lunch break. Once a month invite different employees to talk about their hobby, offer a mini-taster session of a craft, or demonstrate one of their non-work skills.