



RANDOM ACTS OF KINDNESS

EFFECTS OF KINDNESS IN THE WORKPLACE

It can be a real pleasure working in a friendly environment, where people greet one another with warm smiles and show genuine interest in each other's well-being. One of the best ways to create a productive, engaging, and happier workplace is by making others feel appreciated. You, colleagues, and managers can create such an atmosphere by sharing random acts of kindness.

There's nothing complicated about random acts of kindness. The intention is to be thoughtful, appropriate, and bring a smile to someone's face. It covers just about anything that you do purely for someone else's benefit. One of the best parts of random acts of kindness is it's contagious. When we're kind, we inspire others to be kind, and it creates a ripple effect that spreads outwards to others three degrees of separation. Here are some simple suggestions you can try.

- Initiate 'Random Acts of Kindness' Week at your office. It is celebrated in February and is observed this year from February 12-18.
- Create 'Random Acts of Kindness' cards or duplicate the one at the bottom of this article to pass from one person to another accompanying each kind act.
- Ask an employee to volunteer to organize Random Acts of Kindness in your office. Share ideas on acts of kindness, circulate motivational materials, or distribute token gifts as appropriate.
- Be a cheerleader for someone else's idea or project.
- Congratulate others on their accomplishments.
- Look for something around your office that can be fixed, picked up, or attended to and do it.
- If you see someone struggling, help them before they ask.
- Allow someone to help you. Let them enjoy performing an act of kindness.
- Make a fresh pot of coffee for the office.
- Place a bowl of fruit or jar of candy in the kitchen so others can help themselves.
- Start and end meetings on time. Leave a welcome message on a meeting room's whiteboard.
- Hold the elevator for someone running behind.
- Share your umbrella with someone who doesn't have one.
- Become a mentor. Help someone learn a skill or grow as a professional.
- Introduce a colleague to a contact in your professional network.
- Leave some coins and a 'pay it forward' note in an envelope attached to a vending machine.
- Get to work early and leave a piece of candy at each person's desk along with a Random Act of Kindness card.
- Remember others' birthdays/important events and honor them by mentioning it.
- Squash a rumor. When people are gossiping about someone, be the person to say something nice.
- Give someone the benefit of the doubt.
- Present an award to someone to show appreciation for what they do.
- Introduce yourself to someone new. Invite a new employee for lunch to welcome and get to know them.
- Put your phone away while in the company of others. Show them you are present in the moment.
- Let someone waiting in line go in front of you.

- Ask colleagues about themselves or their families and actively listen.
- Smile at people.
- Learn the names of the security guard, person at the front desk, building manager/maintenance person, and others you see every day. Greet them by name.
- Anonymously send flowers to brighten someone's day.
- Write a thank you note to someone you appreciate.
- Invite a colleague you don't normally socialize with to join you for lunch.
- Share praise with a co-worker, their boss, or their boss's boss.
- Give a compliment or write one on a post-it note and place it on a colleague's desk.
- Take a photo of your colleagues at work and give it to them so their families can see them on the job.
- At the next team meeting, give everyone a piece of paper listing colleague's names. Ask everyone to write something they appreciate about each other. Collect the sheets, type comments for each colleague on a single paper, and share it with them.
- Participate in your workplace's coat drive, toys for children, or charitable contributions campaigns.
- Build a library of inspirational and pre-loved books for colleagues to borrow.
- Set up a random acts of kindness bulletin board for people to post their stories.
- Write, draw, make, or buy something encouraging for a colleague who's experiencing difficulties.
- Sponsor a kindness drawing or coloring campaign for your colleagues' children.
- Be responsible for the energy you bring to the workplace. A positive mindset is a choice you can make.

Any act of kindness you perform with genuine altruism makes a difference to you, the recipient, and the workplace. It creates stronger bonds among team members and can make them feel engaged and motivated which can lead to better performance. Seek out opportunities to be kind every day. It feels good to help or support people, although that is a happy consequence and not the intended aim of the act. Become a RAKtivist.

