



Acts of Kindness for the Workplace

Promoting kindness can have many positive effects in the workplace, including increased morale, decreased absenteeism, improved productivity, and reduced turnover.

Possible Acts of Kindness for the Workplace:

- 1. Actively listen to your coworkers without judgment.**
- 2. Tell your supervisor or co-worker that you appreciate him/her.**
- 3. Help a co-worker with some tasks.**
- 4. Give a compliment.**
- 5. Smile.**
- 6. Exchange pleasantries, like “Good morning” or “Have a good evening.”**
- 7. Bring treats to share with your whole team.**
- 8. Put a supportive note on your co-worker’s desk.**
- 9. Do not support gossip. Choose to focus on the positive.**
- 10. Put flowers in the common areas.**
- 11. Extend an invitation to a shy co-worker.**
- 12. Volunteer to be a new employee’s “buddy.”**
- 13. Treat a co-worker to a snack or soda.**
- 14. Have your team donate to a local charity.**
- 15. Ask about a co-worker’s family.**
- 16. Share unsolicited, positive feedback about a co-worker with his/her supervisor.**
- 17. Clean the break room.**
- 18. Hold the door open and let someone go ahead of you.**
- 19. Offer encouragement to a co-worker who needs it.**
- 20. Teach a skill to another co-worker.**