

KINDNESS in the WORKPLACE



Sparking meaningful change inside organizations isn't for the faint of heart! Having the courage to use daring, creative solutions that engage your people may feel difficult, but it pays off. And it can start with small acts of kindness!



Benefits for **KINDNESS GIVERS**

Studies show that workers who perform small acts of kindness (buying a cup of coffee or extending a compliment) can experience:

- ♥ Stronger sense of **camaraderie**
- ♥ More sense of **control and competence** at work
- ♥ Higher levels of **happiness** and **job satisfaction**
- ♥ **Lower blood pressure** and **improved heart health**



Benefits for **KINDNESS RECEIVERS**

The recipients of kindness get benefits, too. Plus, it's contagious, leading to more acts of kindness toward more people!

- ♥ Stronger sense of **camaraderie**
- ♥ More **sense of control** and **competence** at work
- ♥ Higher levels of **happiness** and **job satisfaction**
- ♥ More **acts of kindness toward others** (paying it forward)

And the effects can be amplified when the kindness comes from leaders because **workers are particularly likely to catch the emotions of the people above them!**

So do your part to encourage a culture of kindness today. You may find the benefits you receive are far greater than what you give.



Need ideas for getting started?
See next page.

JUMPSTART your ACTS OF KINDNESS

Ready to get started? Here are a few ideas for being kind to your colleagues.

- ♥ Is someone special leaving your organization? Write them a letter telling them how much they've meant to you and listing the ways you've benefited from knowing them.
- ♥ Turn that ho-hum work anniversary into something special. How about a "About [Insert Name Here]" collection of coworkers' thoughts?
- ♥ Know someone who's trying to improve their health? Offer to refill their water, or take a lap around the building with them.
- ♥ Smile more!
- ♥ Buy the lunch or coffee of the person in line behind you.
- ♥ Clear snow off someone's car.
- ♥ Ask your colleagues about their hobbies or pets—and truly listen to the answers.
- ♥ Pay attention to what your colleagues like and surprise them with a favorite treat.
- ♥ Offer to do some small task you know your colleague doesn't enjoy.
- ♥ Write a couple sentences (even just on a sticky note) letting someone know you see the good job they're doing.
- ♥ Bring colleagues their mail, offer to make copies for them, bring them a cup of coffee from the break room, or any other day-to-day task that saves them a trip.

