

# Happy Random Acts of Kindness Week



## 25 TIPS FOR BEING NICE AT WORK

1. Buy a coffee, grab creamers and sugar, and deliver them to the first person you see at work. This could be custodian, receptionist, security person, colleague, stranger.
2. Hold the door open for someone.
3. Give someone a compliment for the good work they do. Or the cool shoes they are wearing.
4. Smile.
5. Take a private bathroom break to practice a short meditation. I'm a fan of Sam Harris's Waking Up app.
6. Send a positive text, Slack, or instant message to a colleague.
7. As companies grow it is common not to recognize everybody. Talk to a colleague you don't know. Invite them with you for lunch.
8. Hold the elevator door open for someone. Say hello to your fellow passenger.
9. Tape two dollars to the vending machine.
10. Tidy the kitchen. Clean out the microwave. Empty the fridge.
11. Be a hero. Make a pot of coffee.
12. Surprise your team by bringing donuts or baking something special.
13. Write a LinkedIn recommendation. Connect your LinkedIn connections.
14. Choose to forgive and accept people for who they are.
15. Write a list of what you are thankful for.
16. Leave a huge tip for a barista or a server.
17. Pay the toll or bus fare for the person behind you.
18. Put your phone away when you are around other people.
19. Write a complimentary LinkedIn post about a colleague and tag them.
20. Work without headphones. Raise your head from your computer and smile at each person who walks by. Consider your resting face.
21. Compliment a colleague to your manager. Write them an email about how awesome the person is.
22. Interject a kind comment when people are gossiping.
23. Give a colleague a copy of a book that impacted you.
24. Write a list of all the things you enjoy about your work.
25. Listen intently as someone is speaking to you. Use the L.I.S.T.E.N. acronym.