

## 50 Random Acts of Kindness at Work

1. Bring a co-worker their favorite coffee
2. Bring a healthy snack to a staff meeting
3. Champion another person's ideas
4. Clean up a mess you didn't make
5. Deliver someone's print job to them at their desk
6. Donate leave to someone in need
7. Give a co-worker a break
8. Give a friend/co-worker a book that has impacted your life
9. Give a gift to someone for no reason
10. Give someone a high-five and a compliment
11. Give someone a ride to work or a ride home
12. Give up your parking spot
13. Go an entire day without complaining out loud
14. Help someone with a heavy load
15. Hold the door open for someone
16. Invite a co-worker on a walk
17. Invite a co-worker to lunch
18. Learn the names of your co-worker's spouse, kids, dog, etc.
19. Leave a note of gratitude for the cleaning crew
20. Leave a sticky note with a positive message on the bathroom mirror
21. Leave money at the vending machine so someone can have a free treat
22. Lend a helping hand when you see an opportunity
23. Lend someone a pen
24. Lend someone your umbrella
25. Let go of a grudge
26. Let someone merge in front of you in traffic
27. Make a get-well card for someone
28. Make sure everyone in your meeting feels included
29. Offer to help a co-worker with a project
30. Pass along coupons you won't use
31. Pick up litter while you're walking around your building
32. Prepare a meal for someone who is struggling
33. Put your phone away in the presence of others
34. Recognize when someone is struggling and offer your support
35. Refill the ink cartridge or paper tray
36. Relay an overheard compliment to the person it is about
37. Remember your co-worker's birthday
38. Say "please" and "thank you"
39. Say you're sorry
40. Send a text with an uplifting quote
41. Smile at a stranger in your building
42. Start a conversation with the delivery person, janitor, or handyperson
43. Support someone (or their kid) who is raising money for a good cause
44. Take time to give directions to someone who looks lost in or around your building
45. Talk about something other than work with a co-worker
46. Tell a (*work-appropriate*) joke
47. Tell someone's manager they are doing a good job
48. Verbally acknowledge one of your co-workers
49. When others gossip, be the one to chime in and say something nice
50. Write a thank you note

