

make kindness the norm.™

SAY ONLY POSITIVE THINGS TAKE SOME TIME FOR YOURSELF

BE CONFIDENT LEAVE A POSITIVE HANDWRITTEN NOTE FOR A COWORKER START USING A REUSABLE WATER BOTTLE

LOVE YOURSELF *DON'T COMPLAIN FOR 24 HOURS* TAKE A DEEP BREATH

REMAIN TRUE TO YOUR WORD OFFER TO HELP SOMEONE IN NEED **SMILE**

ASK A COWORKER HOW THEY ARE DOING (AND REALLY LISTEN TO THEIR ANSWER)

COMPLIMENT SOMEONE TRY TO BE TRULY PRESENT WITH OTHERS **PRACTICE PATIENCE**

LEAVE NOTES WITH POSITIVE MESSAGES AROUND THE OFFICE OFFER A LISTENING EAR TO SOMEONE WHO IS STRUGGLING

BELIEVE IN YOURSELF

FIND A DIFFERENT AREA IN YOUR OFFICE TO WORK FROM

STAND UP FOR A COLLEAGUE SHARE SOME GOOD ADVICE

TIDY UP THE SHARED KITCHEN AREA LIST 5 OF YOUR STRENGTHS **BE GRATEFUL**

ASSUME THE BEST IN EVERYONE TREAT A COWORKER TO COFFEE FOLLOW A 10-MINUTE STRETCHING ROUTINE

EXERCISE SHOW ENTHUSIASM ABOUT WHAT YOU DO MAKE SURE EVERYONE IS INCLUDED

GIVE SOMEONE YOUR VOTE OF CONFIDENCE

OWN UP TO A MISTAKE YOU'VE MADE TAKE TIME TO LISTEN TO SOMEONE ELSE'S IDEAS

TAKE A WALK DURING YOUR LUNCH BREAK RELAY AN OVERHEARD COMPLIMENT TO SOMEONE RESPOND TO EMAILS IN A TIMELY FASHION

START AND END THE DAY WITH POSITIVE INTENTIONS INTRODUCE YOURSELF TO SOMEONE NEW AT THE OFFICE

COMPLETE A TASK YOU'VE BEEN PUTTING OFF EXPLORE A NEW PLACE FOR LUNCH GIVE A CUSTOMER A BIG SMILE PICK UP LITTER

BE INCLUSIVE OF OTHERS