

ACTIVITY IDEAS: WORKPLACE

These Activity Ideas for the Workplace provide a wealth of kindness ideas for workplace colleagues. Feel free to adapt these ideas to your own work environment!

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Welcome!

Welcome to the Kindness Movement! We hope you find in these pages a wealth of ideas to help you encourage and promote Random Acts of Kindness (RAK) in your workplace! Whether you choose to implement these particular ideas or allow them to stimulate ideas of your own, we hope that your brainstorming and planning is both exciting and inspiring for you.

We call our volunteers Kindness Coordinators, and they come from all walks of life, ages, and professions. We hope you will decide to join our tens of thousands of participants and become a Kindness Coordinator in your area. Everything you do to share and promote kindness helps make the world a better place.

Please use our website to print our free resources. This workplace guide provides a wealth of kindness ideas for the workplace. Our [Project Planning Guide](#) offers tips for planning and implementing projects both small and large. If you are an educator or know one, our [Teacher’s Guide](#) will help encourage kindness in the classroom and contains hundreds of ideas. In addition, using our [Publicity Guide](#) will allow your efforts to receive the media attention they deserve. We all need to read good news in our daily paper, and you can provide some of it!

Practice Random Acts
of Kindness™

The Random Acts of
Kindness™ Foundation

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All of the above guides are on our website at www.actsofkindness.org. While you're there, check out our free lesson plans, project plans, inspiration, and other resources!

Please let us know how you use the ideas in this booklet. Learning which ideas are implemented in different settings helps us improve our resources, so please tell us about your kindness activity or project. When you share with us your project description and reflections about that project, you are helping people around the globe!

We encourage you to use the handy web page templates on our website and create your own kindness web pages! You can announce to others what kindness activities you have done, share photos, and make connections with other organizations who have already posted their kindness web pages with us — all free of charge.

The staff of The Random Acts of Kindness Foundation is available to you for consultation and support. Our contact information is below, and we hope that you will take the initiative to stay in touch with us.

Your friends at The Random Acts of Kindness Foundation

Website: www.actsofkindness.org

E-mail: info@actsofkindness.org

RAK CELEBRATION DATES



2006

Random Acts of Kindness Week	Feb. 13 - 19, 2006
World Kindness Week	Nov. 13 - 19, 2006
World Kindness Day	Nov. 13, 2006

2007

Random Acts of Kindness Week	Feb. 12 - 18, 2007
World Kindness Week	Nov. 12 - 18, 2007
World Kindness Day	Nov. 13, 2007

Feel free to adapt the RAK Week dates to your own employment environment. You are welcome to celebrate RAK Week or RAK Month any time of the year — or all year long! We support participants with ideas and materials on our website throughout the year.

Also, please keep us informed about your kindness activities. We are a clearinghouse for ideas, and your sharing of ideas will help thousands of others encourage kindness in their workplaces.

WORKPLACE IDEAS

BUSINESS AND THE COMMUNITY

- ✦ Donate goodies for children to deliver to city service workers (e.g., police, firefighters, animal shelter).
- ✦ Create or donate floral arrangements for senior centers, nursing homes, police station, hospitals, etc.
- ✦ Collect goods throughout RAK Week (or during the whole year) for a food bank or shelter.
- ✦ Give coupons for discounted or free goods to schools to use as incentives for their kindness programs.
- ✦ If your community has a RAK Week committee, put out a memo to your staff asking for volunteers to help plan and implement the next campaign. Allow them to use your copier or fax if needed.
- ✦ Donate a percentage of your revenue for one day to a group in need.
- ✦ Donate flowers to a meal delivery program.
- ✦ Work with schools and service clubs to raise “Pennies for a Kindness Park” (or other community beautification project). Pennies don’t seem to have much value, but when combined, they do make a difference. In the same way, one kind act may seem insignificant, but many kind acts practiced daily have great impact.
- ✦ Take up a collection to purchase items needed by a nonprofit organization.
- ✦ Plant a Kindness Tree or Garden with the help of youth groups, service clubs, or other volunteers. Ask the mayor to give a brief presentation at the dedication.
- ✦ Organize a blood drive dedicated to Random Acts of Kindness.
- ✦ Sponsor a Random Acts of Kindness mascot to circulate, distributing gifts and suggestions for acts of kindness. You could also send the mascot to a school to interact with the children.
- ✦ Hand out suggestions for acts of kindness to each customer, and offer a nominal discount in exchange for their pledge to do an act of kindness.
- ✦ Hold a children’s kindness poster contest for the community.
 - ✦ Give away the first \$10 of purchases on a given day or pick a couple of days during RAK Week to do this.
 - ✦ Set up free coffee, tea, or hot chocolate for morning passersby or people who enter your store. During warm months, offer lemonade or water.
 - ✦ Put a collection box for kindness stories on your counter. Then create a special newsletter featuring these stories and distribute it to your customers. You may want to have a RAK bulletin board instead for people to post their stories.
- ✦ Banks with drive-through booths can have someone wash the car windows for a day.
- ✦ Offer a nominal discount on purchases when people agree either to perform an act of kindness or to write out a story for a kindness story collection box in your store.
- ✦ Use bags decorated by participating school children. Distribute kindness bookmarks or buttons created by schoolchildren.
- ✦ Put “Kindness Zone” signs in your front window. If you have a marquee, put a kindness phrase on it, such as “Practice Random Acts of Kindness” or “Kindness — Pass It On!”
- ✦ Buy a big box of donuts and give them to the store next to yours.
- ✦ Give kindness-related items, such as “pass it on” cards or bookmarks with kindness quotes on them, to customers.
- ✦ Start a ribbon campaign. Perhaps senior citizens or another group can create Random Acts of Kindness ribbons for free distribution at your place of business.
- ✦ Ask an elementary school to have their students create posters for your establishment with suggestions for acts of kindness your customers can do.
- ✦ Restaurants can host outings for Head Start classes. Give discounted or complimentary meals to seniors.
- ✦ Restaurants can give a participating school blank paper place mats on which kids can write their kindness stories or drawings depicting kind acts. Then use the place mats during RAK Week. You can perpetuate the supply by offering customers a discount in exchange for their creating a replacement Kindness Place mat.
- ✦ Give coupons for discounted or free goods to schools to use as incentives for their kindness programs.

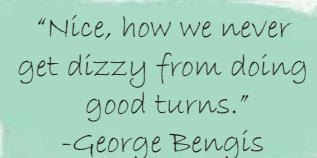
*“To cultivate kindness is a valuable part of the business of life.”
-Samuel Johnson*

COWORKERS

- ✦ Invite someone new to lunch.
- ✦ Welcome and get to know new hires.
- ✦ When a coworker needs to talk, meet him or her at lunch and listen with compassion.
- ✦ Tell your boss why you appreciate him or her.
- ✦ Walk a coworker to the car or bus at nighttime for safety.
- ✦ Leave a treat on the desk of a coworker with whom you normally don't get along.
- ✦ Write, draw, make, or buy something encouraging for a colleague who is experiencing difficulties.
- ✦ Offer to baby-sit a coworker's children for an evening.
- ✦ Remember others' birthdays and important events.
- ✦ Take a photo of your colleagues at work and give it to them so their families can see them on the job.
- ✦ Help an overworked colleague with some tasks.
- ✦ Place a flower on the desk of each of your coworkers.
- ✦ Do some yard work for a coworker who is ill or recovering from surgery.
- ✦ Refrain from negative talk; concentrate on the positive.
- ✦ Surprise a coworker with a soft drink, coffee, or bottled water.
- ✦ Offer to help out with the not-so-pleasant tasks at work.
- ✦ Show your appreciation to coworkers through words and notes.
- ✦ Bring in a treat to share with coworkers.
- ✦ Give a compliment.
- ✦ Allow a coworker's child to shadow you for a day and learn about your job.
- ✦ Write a letter commending an employee who helped you, and address it to his or her boss.
- ✦ Share positive news and quotes with others.
- ✦ Teach one of your skills to another coworker, and learn a skill from him or her as well.

HEALTH CARE FACILITIES

- ✦ Put a large blank banner in the entry way or in waiting rooms. Invite patients and visitors to write their kindness stories on it for all to enjoy.
- ✦ Invite families and friends of patients to a kindness party. Let guests know ahead of time that they will be asked at the party to stand up briefly and honor their family member by sharing memories of their kind acts.
- ✦ Have volunteers visit patients to share and hear their kindness stories.
- ✦ Host a kindness storytelling party, during which patients share stories of kindness from their lives. In addition to stories from the past, consider asking for tales about recent acts of kindness demonstrated by the staff or kind acts shown among the patients or residents.
- ✦ Staff members can spend a break doing something extra special for another staff member or a patient.
- ✦ Organize a massage-a-thon for caregivers. Contact massage therapists to donate massages to the hospital staff. Schedule the massages so that caregivers on all shifts receive one.
- ✦ Invite a community group, such as a classroom or service organization, to join you for a storytelling party or a special dance, tea, lunch, or bingo game.
- ✦ How about a special party for the children's ward? Patients can thank the staff for all they do with special cards or handmade gifts created in art therapy or at other social gatherings. Staff can write anonymous notes to patients commenting on their special qualities.
- ✦ If your town or city has a Kindness Coordinator, offer to help make RAK giveaways, such as ribbons or bookmarks.
- ✦ Create a collection of kindness stories from patients and staff; copy and distribute the collection to staff, patients, and their families.
- ✦ Invite hair stylists to come and style patients' hair. Ask them to share a snack or meal, or join you for a kindness storytelling party.
- ✦ Create a kindness box where patients and staff can deposit anonymous notes to others saying what they appreciate about them. Notes can be distributed regularly or held for a special event.



*"Nice, how we never
get dizzy from doing
good turns."
-George Bengis*

- ★ Brighten patients' days by arranging with a florist or garden club to donate flowers to put on meal trays.
- ★ Work with schools to develop interactive programs. Older children can read to the patients while younger children can visit or play games.

LIBRARIES & BOOKSTORES

LIBRARIES

- ★ Help someone get a library card.
- ★ Donate books.
- ★ Read stories to children at the library.
- ★ Volunteer for the Read Aloud program or to help with special events.
- ★ Participate in library-sponsored programs that teach people to use the Internet.
- ★ Be kind in the care of your library books.
- ★ Be respectful of other people who use the library.
- ★ Deliver books to people who are homebound.
- ★ Help shelve books if your library offers this as a volunteer task.
- ★ Read to someone who is blind.
- ★ Teach someone to read through a community literacy program.
- ★ Help with homework assignments or tutoring programs if your library offers these services.
- ★ Donate photographs, diaries, letters, and books with historic significance to your library's history/genealogy department.
- ★ Assist customers with disabilities to use on-site library services.

BOOKSTORES

- ★ Host a special Random Acts of Kindness storytelling evening with your customers. Ask them to bring their experiences to share with others. To publicize the event beforehand, collect stories from your employees and some of your regular customers. Ask a newspaper or radio station to announce the event, and include some of the stories. Afterwards, be sure to have participants send their stories to the radio station and/or newspaper again for a follow-up piece. Don't forget kids' stories!
- ★ Create a kindness wall journal in your store by posting large sheets of paper on the walls. Customers can write their personal kindness experiences on the journal.

*"Kindness is a language
the deaf can hear and
the blind can read."
- Mark Twain*

- ★ Organize a group from your community to go out and offer acts of kindness, such as cleaning up a schoolyard or park, delivering baskets of goodies to elderly people in your community, visiting a nursing home to provide conversation and company, and teaching at an adult literacy center.
- ★ Collect donations and help for disaster or accident victims, or for families who have recently suffered some sort of loss or setback.
- ★ Invite speakers to present a series of in-store evening discussions about kindness in their lives.
- ★ Give out ideas for acts of kindness to your customers.
- ★ Put up kindness posters or drawings created in school Random Acts of Kindness programs.
- ★ Create and hand out bookmarks, ribbons, buttons, or other Random Acts of Kindness reminders.
- ★ Host a book drive to benefit children or senior citizens.
- ★ Put a collection box for kindness stories on your counter. Then create a special newsletter featuring these stories, and give it to your customers.
- ★ Put planter boxes of flowers in front of your shop, and invite schoolchildren to paint them with kindness slogans and pictures (e.g., hearts, stick figures holding hands).
- ★ Hold a children's kindness drawing or coloring campaign.
- ★ Start a ribbon campaign. Give out kindness ribbons to be worn and passed on to others. Have each person sign the back before passing it along. Gather the signed ribbons at the mayor's office or city hall for display.
- ★ Hold a teddy bear drive and donate bears to police or firefighters for traumatized children.
- ★ Put up "Kindness Zone" signs at the entrances to your store, or create a Random Acts of Kindness poster or sign for your window.

LOCAL GOVERNMENT

GOVERNMENT OFFICES

- ✦ Health department employees can give up a lunch hour to give lollipops, balloons, and kindness stickers to children in the waiting rooms of a medical clinic.
- ✦ City hall can host an open house for employees and residents. Be sure to hand out RAK activity ideas printed from our website at www.actsofkindness.org. Local schoolchildren could decorate kindness posters to display at the open house.
- ✦ Create and hang RAK banners over the doors and RAK posters in the lobbies of government buildings. Ask schoolchildren to create original artwork for the displays.
- ✦ Organize a blood drive dedicated to Random Acts of Kindness.
- ✦ Donate floral arrangements to a senior center, nursing home, police station, hospital, or the homebound.
- ✦ Make collection boxes for kindness stories for merchants to put on their counters. Then create a newsletter featuring these stories.
- ✦ Send out a news release periodically to the media about agencies and businesses committed to kindness toward children, the elderly, homeless, handicapped, abused, the environment, etc.
- ✦ Get the police department involved! Police officers can hand out “Kindness Citations” as they witness kind acts on duty. (Seattle’s former Chief of Police spent the day on bicycle patrol giving out kindness citations.) Police also can give out “Good Driving” tickets, visit classrooms with stories of kindness they encounter on duty, put a banner over the police station entry way, or display kids’ kindness drawings.
- ✦ Firefighters can visit shut-in residents or schools to discuss safety.
- ✦ The town library can forgive late fines on RAK Day.
- ✦ Start a ribbon campaign. Give out kindness ribbons to be worn and passed on to another person. The giver of the kind act can sign the back of the ribbon before passing it along. At the end of the campaign, display the signed ribbons at the mayor’s office or city hall.
- ✦ Hold a teddy bear drive and donate bears to police or firefighters to give to traumatized children.
- ✦ Put up “Kindness Zone” or “Practice Random Acts of Kindness” signs at entrances to the downtown area.

*“Once you begin to acknowledge random acts of kindness--both the ones you have received and the ones you have given--you can no longer believe that what you do does not matter.” -
Dawna Markova*

MAYOR or CITY COUNCIL

- ✦ The mayor can make an official proclamation of the community’s participation in RAK Week. Samples are available in the Publicity Guide on our website at www.actsofkindness.org.
- ✦ The mayor’s office or the city council, with the help of a kindness committee, can host a coffee and cake party for community members to inform them of the importance of the community’s participation in Random Acts of Kindness Week.
- ✦ The mayor or city council members can visit schools, civic organizations, youth groups, and sports teams to discuss the importance of the community’s involvement in RAK Week.
- ✦ The mayor can record a public service announcement for RAK Week that can be distributed to radio stations.

PROFESSIONAL ORGANIZATIONS

- ✦ Take a Head Start class or a youth organization to a fast food restaurant for conversation and possible future mentoring.
- ✦ Work with a children’s residential facility to develop an interactive program for the children to meet with members of your organization.
- ✦ Sponsor a “Kindness Zone” or “Practice Random Acts of Kindness” sign at entrances to the downtown area of your community.
- ✦ Post a plaque in your business lobby that has a kindness slogan, such as “We Promote Random Acts of Kindness.”
- ✦ Sponsor the planting of a Kindness Tree or Garden. With the help of a youth group, service club, or neighborhood group, plant the tree or flowers in a public area like a park or walking trail.
- ✦ Create kindness handouts for members to distribute.

- ✦ Organize an internal kindness activity at your place of business. (See our other workplace ideas.)
- ✦ Host a kindness storytelling party at a veterans hospital or other health care facility.
- ✦ Distribute a collection box for kindness stories that members can display at their workplace. Then create a special edition of a newsletter featuring these stories.
- ✦ Organize a blood drive dedicated to Random Acts of Kindness.
- ✦ Deliver Baskets of Kindness to shut-ins. Include items such as stationery, stamps, a deck of playing cards, a puzzle or game, a magazine, fresh flowers, a book, a mug, cookies or other treat, and a greeting card signed by the members of your organization.
- ✦ Volunteer to visit high school classes and talk about your work responsibilities and the education and skills required to perform your job.
- ✦ Start a ribbon campaign. Give out kindness ribbons to be worn and passed on to another person. The giver of the kind act can sign the back of the ribbon before passing it along. At the end of the campaign, display the signed ribbons at the mayor's office or city hall.

*"The ideas that have lighted
my way have been
kindness, beauty and truth."
-Albert Einstein*

- ✦ Hold a teddy bear drive and donate teddy bears to police or fire departments for traumatized children.
- ✦ Arrange for youth to shadow willing members and learn what different professions entail.
- ✦ Work with schools and service clubs to raise "Pennies for a Kindness Park" (or other community beautification project). Pennies don't seem to have much value, but when combined, they do make a difference. In the same way, one kind act may seem insignificant, but many kind acts practiced daily have great impact.

- ✦ Collect goods for a food bank or shelter. Gather personal care items, disposable diapers, new underwear, and socks for homeless shelters and safe houses.
- ✦ Sponsor a "Kindness Mascot" to visit schools for a day. The mascot can talk about Random Acts of Kindness and distribute cheerful stickers or bookmarks with kindness quotes on them.
- ✦ Start a mentoring program in a school, community or recreation center, faith organization, or library.
- ✦ Donate your computer skills. A computer society in Florida schedules regular Random Acts of Kindness computer clinics at libraries. Society members donate their time for the day, and community members sign up ahead of time for a free troubleshooting session.

SENIOR FACILITIES

- ✦ Invite a community group, such as a classroom or auxiliary, to join you for a special dance, tea, lunch, or bingo night. If you have a Kindness Coordinator, offer to help create giveaways or other gifts, such as RAK ribbons or handmade prizes.
- ✦ Make cards to give to the residents.
- ✦ Invite a classroom of children to come and talk with or read to residents.
- ✦ Have a gathering of residents during which they share their personal kindness stories aloud.
- ✦ Invite families and friends of residents to a kindness party, during which each guest stands up and honors the elderly family member by sharing memories of his or her kind acts.
- ✦ Organize a sing along.
- ✦ Host a kindness storytelling party, with residents and staff members sharing stories of kindness from their lives. To boost morale, you might focus on stories about recent acts of kindness from the staff or kind acts among the residents rather than stories from their past.
- ✦ Staff members can spend a break doing something extra special for another staff member or a resident. Residents can thank staff with special cards or handmade gifts.
- ✦ Interview the residents and learn about similarities and differences in how you both grew up. Ask them what influenced them in history. Write up the interview, take their photo, and give them and the facility a copy of your story.
- ✦ Put a large blank banner in the entry way to the facility and invite residents and guests to write their kindness stories on it.
- ✦ Bake cookies to share.
- ✦ Create a collection of kindness stories from staff and residents. Copy and distribute it, and display it in common sitting or dining areas.
- ✦ Invite hair stylists to come in and style residents' hair and share a snack or meal.
- ✦ Bring flowers, small gifts, or cheerful cards with a message of kindness, and distribute one to each resident.

- ✦ Create a kindness box in which residents and staff can deposit anonymous notes to others saying what is special about them. Notes can be distributed regularly or held for a special event.
- ✦ Praise the work or attitude of an employee.

SUPERVISORS

- ✦ Bring someone a cup of coffee, hot cocoa, or a soft drink.
- ✦ Discuss with coworkers acts of kindness you all have given or received.
- ✦ Leave a kind note on the water cooler or counter with suggestions like, “Take a deep breath and move peacefully through your day.”
- ✦ Post copies of inspirational poems or thoughts for all to enjoy.
- ✦ Put an anonymous, supportive note on an employee’s desk.
- ✦ Give “Go Home Two Hours Early” certificates to employees during RAK Week. Or enter employees’ names in a drawing for a “Leave Two Hours Early” certificate.
- ✦ Carry small wrapped candies in your pocket to give as “angel kisses” to someone who needs a lift.
- ✦ Attach suggestions for acts of kindness to Hershey Kisses and Hugs. Each employee takes a candy and then performs the RAK suggested to benefit another employee.
- ✦ Sponsor a kindness drawing or coloring campaign for your staff’s children.
- ✦ Put plants in your facility. A study at Washington State University indicated that living indoor plants may increase productivity and reduce stress for employees.
- ✦ Give employees the option to take a paid day to go volunteer at a charity of their choice. Help them research a charity that most interests them.
- ✦ Boost morale at the workplace by having your staff submit stories about kindness in the workplace. Start with a memo giving them information about the RAK movement, letting them know your plans for RAK Week, and asking them to submit their stories. When the week is over, distribute the stories as a collection, post them on a Kindness Bulletin Board, or include one or more in each company newsletter. If you don’t have a newsletter, create a weekly or monthly Kindness Bulletin and keep it going throughout the year.
- ✦ Create a “good news” bulletin board to fill with upbeat news about employees (such as pictures of coworkers’ newborn babies or articles about the coworkers’ accomplishments).
- ✦ Distribute a recording of relaxing or healing music to each employee.

WELLNESS TEAMS

- ✦ Deliver an encouraging quote about kindness or another positive character trait to employees every day during Random Acts of Kindness Week.
- ✦ Build a library of inspirational or healing tapes, videos, and books for employees to check out.
- ✦ Offer special “Be Kind To Your Body” incentives for employees who begin or continue healthful programs, including exercise routines, stop-smoking methods, yoga, weight management, and stress reduction.
- ✦ Distribute an instruction sheet of simple, brief stretches for employees to do during their workday.
- ✦ Have a “Thank a Mentor” week and distribute note cards so employees can write a thank-you note to someone who has made a difference in their life.
- ✦ Collect brief personal stories, perhaps in a collection box, from employees who have overcome difficult circumstances with the help of the kindness of others. With permission from the employees, share the stories with all employees by e-mail, or publish them in the company newsletter. People connect with personal stories, and stories are powerful community builders.
- ✦ Create a “Peace Zone” for centering, meditation, or music-for-reflection during the last part of lunch hour.
- ✦ Offer employees a chance to use their lunch hour to drive together to a nearby children’s facility and distribute bookmarks with kindness quotes on them, or arrange for the employees to leave work an hour early to do this together.
- ✦ Create a Kindness Box where patients and staff can deposit anonymous notes to others, expressing what they appreciate

“Kind words can be short and easy to speak, but their echoes are truly endless.”
-Mother Teresa

about them. Notes can be distributed regularly, published in an employee newsletter, or held for a special event.

- ★ Collect teddy bears for police officers to give to traumatized children. Attach a note to each teddy bear for the donating employee to sign. Invite a police officer and/or trauma social worker to your facility to accept the bears and speak to the employees briefly about the role of kindness in trauma.
- ★ Put a large blank banner in the hall and invite employees to write or tape their kindness stories on it for all to enjoy.
- ★ Create “Kindness — Pass It On” cards for employees to pass from one person to another to accompany each kind act. The card might have a simple graphic with the words: “This act of kindness was performed especially for you. Please offer an act of kindness to someone else, and pass this card on to them.”
- ★ In February 1999, *Oprah!* featured a story in which an employee described how she began an Office Kindness Chain.

“Employees performed acts of kindness for one another and wrote a card to the employee describing what they had done. Acts of kindness included arranging for a single parent’s children to visit her for lunch at work, filling an employee’s desk drawer with snack food, or donating a few hours of volunteer work in the name of an employee. Other ideas that have worked well in the past are: offering to take a coworker’s children to the zoo for a day or organizing a lawn care day for an incapacitated or post-surgical employee.”

Practice Random Acts of Kindness™