

# WA State Employee Assistance Program

## RANDOM ACTS OF KINDNESS

*It's the holiday season and a time when we give thanks and show gratitude and kindness to our families and friends. Don't forget your fellow coworker. We tend to focus on giving our coworker or supervisor kudos when they complete an important project or it's their birthday, but what about it being random? Random acts of kindness don't just benefit the ones who receive them but lift you up as well. By showing kindness randomly when there is no specific reason to give out kudos to anyone, you are showing that the workplace can actually be a nice place to be.*

*Who among us doesn't want to be happier at work? Many of us get into a routine and just focus on getting our job duties done. By showing kindness to each other, we can break up the "to do" list and add some happiness in ourselves and others. Here are some simple suggestions to show random acts of kindness at work.*

- \* Smile!
- \* "Please" and "thank you" in person mean a lot to people
- \* Tell a coworker what you appreciate about them
- \* Tell your supervisor what you appreciate about them
- \* Share your knowledge with others
- \* Offer to drive if there is an off- site meeting or training
- \* Give a compliment
- \* Hold the door for someone
- \* Apologize when you made a mistake
- \* Include a less experienced coworker in a meeting or project that can help them grow
- \* Say "good morning" and say good bye when leaving for the day
- \* Hold the elevator
- \* Refrain from negative talk; concentrate on the positive
- \* Offer to help someone who is dealing with a difficult customer
- \* Sit with others at lunch that you don't know very well
- \* Be a mentor to a new employee
- \* Actively listen when someone is talking
- \* Create a "good news" bulletin board. Have employees post positive articles or pictures.
- \* Put an anonymous positive note on someone's desk
- \* Praise someone for a job well done, include their supervisor too

*What's one way you can show a random act of kindness today? Don't think too hard about it; just do it. Be the person that starts it. You will notice the long term effects of how showing kindness will ripple and others will start practicing it as well.*

