



Be Kind, Well Mind

JUNE 9-15

1. **SIMPLE SMILE:** A smile can brighten someone's day.
2. **GIVE A COMPLIMENT:** Acknowledge something positive about a coworker.
3. **HOLD A DOOR OPEN:** A small gesture that shows consideration.
4. **WRITE A THANK YOU NOTE:** Express gratitude for someone's help or support.
5. **PAY FOR SOMEONE'S MORNING COFFEE:** A generous act to start the day.
6. **LISTEN WITH FULL ATTENTION:** Show that you value what your coworker is saying.
7. **SEND AN ENCOURAGING TEXT MESSAGE:** Offer support and motivation.
8. **OFFER TO HELP WITH A TASK:** Assist a coworker who is struggling or overwhelmed.
9. **SHARE YOUR KNOWLEDGE:** Provide tips or insights from your expertise.
10. **CELEBRATE ACHIEVEMENTS:** Recognize and celebrate accomplishments.
11. **BRING IN TREATS:** Surprise your team with snacks or baked goods.
12. **LEAVE A POSITIVE NOTE:** Write a motivational or appreciative note.
13. **ORGANIZE A TEAM LUNCH:** Arrange a lunch outing or potluck.
14. **BE MINDFUL OF YOUR TONE:** Use a friendly and respectful tone.
15. **RESPECT PERSONAL SPACE:** Be considerate of privacy and quiet time.
16. **SHARE POSITIVE FEEDBACK:** Pass along good things you hear about a coworker.
17. **ACKNOWLEDGE EFFORTS:** Recognize hard work and dedication.
18. **COMPLIMENT PUBLICLY:** Praise a coworker in a team meeting or group email.
19. **BE PUNCTUAL:** Respect others' time by being on time.
20. **CREATE A WELCOMING ENVIRONMENT:** Make new employees feel welcome.
21. **RESPECT OPINIONS:** Listen to and consider differing opinions.
22. **BE PATIENT:** Show patience with coworkers learning or struggling.
23. **ENCOURAGE BREAKS:** Remind colleagues to take breaks and recharge.
24. **BE A MENTOR:** Offer guidance and support to less experienced colleagues.
25. **SHOW EMPATHY:** Be understanding and supportive during tough times.
26. **CELEBRATE PERSONAL MILESTONES:** Acknowledge birthdays and work anniversaries.
27. **OFFER CONSTRUCTIVE FEEDBACK:** Provide helpful feedback aimed at improvement.
28. **BE INCLUSIVE:** Include everyone in conversations and activities.
29. **BE A GOOD LISTENER:** Give full attention when someone is speaking.
30. **SHARE THE CREDIT:** Acknowledge contributions of others in successes

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