



# HR ACTS OF KINDNESS NOVEMBER 2019

| MONDAY  | TUESDAY  | WEDNESDAY                                       | THURSDAY  | FRIDAY   | SATURDAY   | SUNDAY  |
|---|--|---|---|--|--|---|
|   |  |   |   |  |  |   |
| <b>#HRactsofkindness</b>  |  |   |   |  |  |   |
| Take time to speak to colleagues in the office, ask them how they are!      | Tidy your desk! A tidy space gives a feeling of productivity | Grab a coffee with a colleague!                 | Offer help to a colleague who may be overwhelmed and struggling | Send three positive messages people you are connected with | Get outside! Go for a walk with a friend or loved one        | Call someone you've not spoken to in a while              |
| 4   | 5  | 6   | 7   | 8  | 2  | 3   |
| Pay attention to the work environment today, how could it be more positive? | Smile and say thank you!                                     | Speak to someone you wouldn't normally speak to | Get away from the desk, go to lunch with a colleague            | Reflect on the week and choose 3 things you are proud of   | Show some support to a charity you care about                | Write down your goals and take a step towards one of them |
| 11  | 12   | 13  | 14  | 15   | 9  | 10  |
| Compliment three people today – spread the kindness!                        | If you get frustrated, try to see the good in the situation  | Promote positive mental health at work          | Make a round of tea for your team                               | Give three recommendations to your Linked In connections   | Make some time for your loved ones – uninterrupted!          | Send a note to a friend or relative who may need a boost! |
| 18  | 19   | 20  | 21  | 22   | 16   | 17  |
| Do three acts of kindness around the office                                 | Use your skills and experience to develop someone else's     | Actively listen to someone without judgement    | Be kind to yourself when you make mistakes                      | Leave a positive note for someone to find                  | Put down the smartphone and truly focus on your surroundings | Tell someone what qualities you like about them and why   |
| 25  | 26   | 27  | 28  | 29   | 30   |   |

