



HR ACTS OF KINDNESS NOVEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
#HRactsofkindness				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
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	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
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	Be positive to everyone you meet today – spread that Friday feeling!	Make some time for your loved ones – uninterrupted!	Send a note to a friend or relative who may need a boost!
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	Put down the smartphone and truly focus on your surroundings	Tell someone what qualities you like about them and why
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	Encourage others who may lack confidence	

