

**make
kindness
the norm.**TM 

A year-long journey of kindness, compassion, and self-care designed specifically for the workplace.

Don't believe in climate change? It's real. And, scientifically proven.

When you infuse kindness into the workplace, you will change the climate. Period.
(You thought we were going to get political, didn't you?)

The coolest thing is that each month has a theme encouraging us to be kinder. There are six themes that are the core values for everything we do at The Random Acts of Kindness Foundation (courage, caring, integrity, inclusiveness, respect and responsibility). Because there are 12 months in a year, we've added another six themes (happiness, love, self-care, resilience, gratitude and celebration) that align with making the world a *warmer* (are you getting all my climate jokes?) and kinder place.

Wondering how the calendar works? It works however YOU want it to work. No pressure. Do things as a team, or do it alone. You can do all of the ideas, some of them, or none of them! Check out the monthly team activity, or challenge your colleagues to do as many acts of kindness as possible throughout the month! Make sure it plays into your own workplace culture and best practices. Don't feel pressured to complete every idea or activity.

The calendar is meant to inspire kindness, not be one more thing you have to do. And don't worry if not everyone wants to participate. Some people do kindness in their own way and prefer to keep it quiet.

Just be you and do kindness your way. Use the calendar as a tool to help inspire and empower you and your team!

**DON'T
WORRY.♥
BE HAPPY.♥**

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kindness
the norm.™**

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JANUARY 2020

HAPPINESS

“HAPPINESS IS NOT SOMETHING READY MADE. IT COMES FROM YOUR OWN ACTIONS.” —DALAI LAMA

SUN	MON	TUE	WED	THU	FRI	SAT
<p>DECEMBER</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p>FEBRUARY</p> <p>S M T W Th F Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p>	<p>NEW YEAR'S EVE 31</p>	<p>NEW YEAR'S DAY 1</p> <p>Write a letter to your future self at futureme.org and schedule it to send on 12/31/2020.</p>	<p>2</p> <p>Place a note of appreciation on someone's desk. Then write one for yourself!</p>	<p>3</p> <p>Clip or print inspirational news stories to leave in a gathering space.</p>	<p>4</p> <p>Belly laugh today!</p>
<p>5</p> <p>Leave coupons at the grocery store next to the item on each coupon.</p>	<p>6</p> <p>Fill a jar with candy and compliments to give to a colleague.</p>	<p>7</p> <p>Do at least one thing today that brings you joy.</p>	<p>8</p> <p>Tape kind notes to chocolate bars and hand them out around the office.</p>	<p>9</p> <p>Eat your favorite meal.</p>	<p>10</p> <p>Bring an extra snack to share with a colleague.</p>	<p>11</p> <p>FREE DAY! What will make you happy today?</p>
<p>12</p> <p>Be generous with your words today—say positive things to yourself and others.</p>	<p>13</p> <p>Give someone the gift of your ear today by just listening to them.</p>	<p>14</p> <p>Tell someone that you love and appreciate them.</p>	<p>15</p> <p>Put on your favorite outfit and go out on the town.</p>	<p>16</p> <p>Give public praise to someone who has helped you.</p>	<p>17</p> <p>Update your work area with images, quotes, or objects that make you happy.</p>	<p>18</p> <p>Make a donation to a charity—every bit counts.</p>
<p>19</p> <p>Tip a little more than usual.</p>	<p>20</p> <p>Bring your coworker or boss their favorite drink in the morning.</p>	<p>21</p> <p>Give a customer a big smile.</p>	<p>22</p> <p>FREE DAY! Think back to something you did as a child that made you happy and do it today!</p>	<p>23</p> <p>Give someone a high five and a compliment.</p>	<p>24</p> <p>Tell someone how they have helped you grow.</p>	<p>25</p> <p>“Accidentally” drop a dollar on the ground for someone to find.</p>
<p>26</p> <p>Take an enjoyable afternoon nap today.</p>	<p>27</p> <p>Share your happiness with those around you.</p>	<p>28</p> <p>Bring an extra umbrella to work to lend out when it's raining.</p>	<p>29</p> <p>Wake up early today and find a place to watch the sunrise.</p>	<p>30</p> <p>Find a different area in your office to work from today.</p>	<p>31</p> <p>See how you're doing on the “Best Possible Future” activity and keep working toward your goals!</p>	<p>1</p>

TEAM ACTIVITY

BEST POSSIBLE FUTURE

Write down your best possible future to get a boost in optimism about your career, making that best possible future more likely to come true.

On a piece of paper, answer the questions about the aspects of your best possible future, three years from now at work.

In an ideal world, three years from now, at work:

1. What projects are you working on?
2. Who are you working with?
3. What position do you hold?
4. What else is going on in your career that is contributing to your happiness and success?

Return to this activity at least once a year to boost your optimism about your ideal future; and to celebrate any progress you've made so far!

Credit: HappyBrainScience.com
<https://bkind.ly/happy-brain-science>

THE SCIENCE OF KINDNESS

Writing about your best possible self increases optimism, which increases happiness, which then makes it more likely that your “best possible future” will be realized.

<https://bkind.ly/best-possible-self>

LOVE IS
ALL YOU
NEED.♥

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FEBRUARY 2020

LOVE

"WHEN LOVE AND SKILL WORK TOGETHER, EXPECT A MASTERPIECE." —JOHN RUSKIN

SUN	MON	TUE	WED	THU	FRI	SAT
<p>JANUARY</p> <p>S M T W Th F Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>	<p>MARCH</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	28	29	30	31	1
2	3	4	5	6	7	8
Send flowers to someone. If you can't send flowers, send them a text or email.	Leave a note of appreciation for someone you work with thanking them for their support.	FREE DAY! How can you show love today?	Make sure everyone in meetings today feels included.	Listen to your heart. Make at least one decision today based on what your heart is telling you.	Ask a coworker how they are doing and really listen to their answer.	Show some love by picking up litter when you're out and about this weekend.
9	10	11	12	13	14	15
If you have pets, give them little extra love today. If not, go out for a walk and strike up a conversation with someone walking their dog (and give the pup a belly rub)!	Leave positive-affirmation sticky notes around common areas.	Find a way to include others in a conversation today.	Leave a note of thanks for the cleaning crew or mail delivery person.	Lend a helping hand when you see an opportunity today.	VALENTINE'S DAY Head over to the card-writing station and make a few cards!	Let someone merge in front of you in traffic today.
16	17	18	19	20	21	22
RAK DAY RANDOM ACTS OF KINDNESS WEEK						
Give someone an unexpected note of appreciation.	Go out of your comfort zone today by doing something extra special for someone!	Help someone brainstorm for a project they're working on.	Do something that will make someone (and yourself!) happy.	Prepare a meal for someone struggling at work.	Put yourself in the shoes of someone who may be upsetting you.	Leave money at the vending machine so someone can enjoy a free treat.
23	24	25	26	27	28	29
Help someone with a heavy load.	Give a friend or co-worker a book that has impacted you in a positive way.	Take a deep breath and smile knowing you are loved.	Send an encouraging email to a friend or co-worker.	Write out another card at the card-writing station for someone.	Celebrate all the love you've spread this month!	Give someone your vote of confidence today.

TEAM ACTIVITY

SPREAD THE LOVE

Set up a card-writing station this month with all kinds of fun items like markers, colored paper, stickers and other craft items. Encourage people to write notes to be given to co-workers, friends and family throughout the month. The notes can be signed or remain anonymous.

Consider placing the card-writing station in a common area such as a break room or kitchen. Think about putting a sign up saying something like:

For the month of February, we are going to 'spread the love'!

This is an opportunity for you to write notes of appreciation for your colleagues, supervisor, friends, family or whomever you choose!

Think about everyone for whom you have gratitude; including those who clean our space, make our food or keep the lights on! Get creative and write as many as you like!

THE SCIENCE OF KINDNESS

According to Brené Brown, a research professor at the University of Houston, allowing ourselves to feel vulnerable at work (and be mindful of those feelings) can lead to love, belonging, joy, courage, empathy, and creativity.

"What most of us fail to understand... is that vulnerability is also the cradle of the emotions and experiences that we crave," says Dr. Brown. "Vulnerability is the birthplace of love, belonging, joy, courage, empathy, and creativity."

<https://bkind.ly/dare-to-be-vulnerable>

**TREAT
OTHERS
AS YOU
WANT TO BE
TREATED.♥**

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MARCH 2020

RESPECT

“RESPECT FOR OURSELVES GUIDES OUR MORALS, RESPECT FOR OTHERS GUIDES OUR MANNERS.” —LAURENCE STERNE

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																												
1 Tell a cashier they are doing a great job.	2 Offer to help on a project you aren't involved in.	3 Compliment your boss on something they have done to help you grow.	4 Clean up your workspace and any shared space.	5 FREE DAY! Find a way to show someone how much you respect them.	6 Plan your weekend around the theme of respect.	7 Reach out to a neighbor to offer any kind of 'neighborly help' you can give.																																																																																																												
8 Apologize when you've made a mistake and accept someone else's apology.	9 Let someone merge in front of you in traffic.	10 Be open to hearing something new from someone today.	11 Tell someone why you're grateful to have them in your life.	12 Head out for a brisk walk today and pick up any litter you see.	13 Congratulate someone on getting a project done.	14 Listen to Aretha Franklin's "RESPECT" song today.																																																																																																												
15 Say hello to a stranger and SMILE!	16 Share a positive review of a business partner or give a LinkedIn recommendation.	17 Don't interrupt when someone else is talking.	18 Save paper by trying not to print anything unnecessarily.	19 Share with your colleague(s) one thing you respect about them.	20 INTERNATIONAL DAY OF HAPPINESS Do something that makes you happy today! Do something that will make someone else happy as well!	21 Say hello to three strangers today.																																																																																																												
22 Give someone a call today and let them know you are thinking about them.	23 Invite someone to a brainstorming meeting who wouldn't normally attend.	24 Get rid of three things you never use.	25 FREE DAY! What can you do to respect the environment today?	26 Leave a sticky note on someone's phone letting them know you value them.	27 Start using a water bottle at work to cut down on waste.	28 Try to be truly present with others today.																																																																																																												
29 Apologize to someone with whom you've had a past conflict.	30 Write a letter of recommendation for an employee.	31 Celebrate your March activity success as a team.	1	2	<table border="0"> <tr> <td colspan="6">FEBRUARY</td> <td colspan="6">APRIL</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>8</td><td></td><td></td><td></td><td></td><td></td> <td>11</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td></td><td></td><td></td> <td>30</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		FEBRUARY						APRIL						S	M	T	W	Th	F	S	M	T	W	Th	F						1				1	2	3	2	3	4	5	6	7	5	6	7	8	9	10	8						11						9	10	11	12	13	14	12	13	14	15	16	17	15	16	17	18	19	20	18	19	20	21	22	23	21	22	23	24	25	26	24	25	26	27	28	29	27	28	29				30					
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TEAM ACTIVITY

RESPECT SHOUT-OUTS

Start your meetings with a one to two minute 'shout out' of respect for someone. Let them know what you respect about them and call out a specific time when they have been helpful or done something meaningful for you. It could even be something you witnessed them doing for someone else.

The expressions can be verbal or written. Find out what works best for your team. In small teams, everyone should have an opportunity for a 'shout out'. In larger teams, think about choosing one person to focus on for a weekly or monthly meeting.

Example: "Jessica, one of the things I respect most about you is how you always find a solution to a problem, no matter what challenges come up. You don't let them get in your way. Just the other day, I saw you working with a difficult customer. You were patient, listened to them and found a solution that worked for them and for the company. I really respect that about you."

THE SCIENCE OF KINDNESS

Expressing and receiving respect or gratitude increases happiness, sets a positive tone for the meeting or workshop, and puts brains into a positive, creative and problem-solving state.

<https://bkind.ly/expressing-gratitude>

**MAKE
YOU THE
PRIORITY.♥**

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APRIL 2020

SELF-CARE

"SELF-CARE IS NEVER A SELFISH ACT—IT IS SIMPLY GOOD STEWARDSHIP OF THE ONLY GIFT I HAVE, THE GIFT I WAS PUT ON EARTH TO OFFER OTHERS." —PARKER PALMER

SUN	MON	TUE	WED	THU	FRI	SAT
<p>MARCH</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p>MAY</p> <p>S M T W Th F Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p>	31	1	2	3	4
5	6	7	8	9	10	11
Breathe deeply and take a moment to appreciate the person you are!	Liven up your workspace with quotes, images or items that make you smile.	Make your voice heard today! Share an idea that will make things better at your place of work.	FREE DAY! What can you do to practice self-care today?	Talk about something other than work with a colleague.	Do something you love today.	Celebrate everything you accomplished this week!
12	13	14	15	16	17	18
Set positive intentions for the week.	Start a new book about a topic that is completely new to you.	Address a concern or issue you've been having with a colleague. Keep a positive mindset and good intentions.	Place a plant on your desk or in your workspace.	Take a moment to hear the kind things being said about you.	When others are gossiping, be the one to chime in with something nice.	Stand up for someone or something you believe in.
19	20	21	22	23	24	25
FREE DAY! Enjoy this beautiful day by doing something you enjoy!	Make a list of goals for the week and celebrate each one that you accomplish.	Prepare a favorite treat to share with your colleagues tomorrow. Share a fun memory of eating that food.	EARTH DAY & ADMINISTRATIVE PROFESSIONALS' DAY Make an effort to use kind words in all your interactions today.	BRING YOUR CHILD TO WORK DAY Think of a time when you went outside your comfort zone. Be proud of that moment!	Get out, breathe the air and soak up some sunshine.	Tap into your creative side. Create something today!
26	27	28	29	30	1	2
Wake up early and appreciate the sunrise.	Treat yourself to a healthy lunch today.	Ask a colleague what they appreciate about you.	Go through emails and respond to what you can. Delete the ones that you don't need.	Review your self-care plan and celebrate what you've already accomplished on the list!		

TEAM ACTIVITY

CREATE A SELF-CARE PLAN

Spend time this month developing a self-care plan for yourself at work. It can include everything from your physical care to emotional and spiritual well-being.

Think about what and how you eat during the day. What could you do differently? Do you get enough exercise, even if it includes going for a walk outside?

What or who keeps your energy up during the day? Are you surrounding yourself with people who lift you up rather than bring you down? Are you finding ways to boost your energy levels?

Take about 10-15 minutes to create a plan that includes 5 things you can do to take better care of yourself while at work. Post it where you'll see it everyday.

THE SCIENCE OF KINDNESS

Check out some amazing TED Talks on the importance of self-care!

<https://bkind.ly/self-care>

FALL
SEVEN
TIMES.♥
STAND UP
EIGHT.♥

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MAY 2020

COURAGE

“OPTIMISM IS THE FOUNDATION OF COURAGE.” —NICHOLAS M. BUTLER

SUN	MON	TUE	WED	THU	FRI	SAT
<p>APRIL</p> <p>S M T W Th F Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p>	<p>JUNE</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>	28	29	30	1	2
3 Talk to someone new today—a neighbor you haven't met or someone standing in line with you!	4 Share an idea you have at a meeting today.	5 Apologize when you've made a mistake and be willing to accept someone else's apology.	6 Say hello to a stranger and SMILE!	7 Introduce yourself to someone new at work.	8 Have that tough conversation you've been avoiding. Remember to be kind with your words.	9 Be courageous by trying a new type of food today.
10 Plan to do one thing outside of your comfort zone today and then do it!	11 Write a note of recommendation for a colleague or employee today.	12 FREE DAY! Be brave and do another thing that's outside of your comfort zone.	13 Validate someone else's perspective.	14 Forgive yourself for something you've done.	15 Ask a coworker to go on a walk with you over your lunch break.	16 Spend the day creating positive energy with everything you do and say.
17 Buy coffee for someone in line behind you.	18 Leave a sticky note on someone's work space letting them know you value them.	19 Assume the best in everyone you come in contact with today.	20 Strike up a conversation with someone new today!	21 Do that thing you've been putting off for a while. You know... that thing.	22 Be vulnerable with someone or allow someone to be vulnerable with you.	23 Watch a movie about courage or bravery.
24 FREE DAY! Try an activity that you've never tried before.	25 Write a note to yourself outlining five positive things about yourself.	26 Call a friend and tell them why you are grateful for them.	27 Start a meeting with a round table of celebrations.	28 When others are gossiping, be the one to chime in with something nice.	29 Share your best piece of advice with someone who could use it.	30 Find an opportunity to give a compliment today.
31 Celebrate how courageous you've been this month!	1	2	3	4	5	6

TEAM ACTIVITY

ZEN COUNTING

This incredibly simplistic exercise can be quite challenging. It appeals to your company's introverts and other individuals that enjoy thought-provoking interactions.

Teams sit in a circle facing away from each other. In no particular order, they are instructed to count from 1 to 10 aloud with each member only saying, at most, one number. No other words are to be spoken. If you talk over someone or repeat another, the exercise starts back at one.

This exercise creates stillness and teaches team members to work through discomfort; to find courage in spite of not-knowing what will happen next. It helps them listen carefully to one another.

Credit: <https://bkind.ly/team-building>

THE SCIENCE OF KINDNESS

In its simplest form, courage is the willingness to act in the face of fear, uncertainty, and doubt.

The core skills regarding courage are the willingness to act and the ability to manage fear and anxiety in order to maintain the ability to act.

You can actively cultivate both skills.

Individuals who are willing to focus on and consistently perform the mental exercises unique to building courage can strengthen and improve these core skills. With both skills—the willingness to act and the ability to manage fear—improvement comes from re-framing one's internal story and mindset.

<https://bkind.ly/science-of-courage>

**CREATE
CONNECTION.♥**

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JUNE 2020

INCLUSIVENESS

“INCLUSION IS THE CELEBRATION OF DIVERSITY PUT INTO ACTION.” —DR. ILENE SCHWARTZ

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																																
31	1 Address a concern or issue you've been having with a co-worker keeping a positive mindset.	2 Invite a colleague to have lunch with you today.	3 FREE DAY! How can you be more inclusive of others at work today?	4 Eat at a new restaurant today where you can support a different culture from your own.	5 Thank someone who helped you today.	6 Take a slow walk through your neighborhood and say 'hi' to someone you pass by.																																																																																																
7 Show a genuine interest in someone in your family or friend circle today.	8 Introduce yourself to someone new and ask them about something they enjoy doing.	9 When others are gossiping, be the one to chime in with something positive.	10 Bring in a favorite treat to share with your colleagues. Share a fun memory of eating that food.	11 Listen to everyone's opinion in a meeting and thank them for sharing.	12 Place positive quotes about inclusiveness around common spaces at work.	13 Connect with a new group of people on social media and introduce yourself.																																																																																																
14 Pick someone from your family tree to research and see what you can find out about them.	15 Stop and have a conversation with someone you don't normally interact with at some point today.	16 Rotate who runs your meetings.	17 FREE DAY! Get creative! Make up your own RAK today!	18 Bounce an idea off someone unexpected in your office.	19 Look up one of your favorite words and see how it translates into another language.	20 Start a book or read an article about a topic that is completely new to you.																																																																																																
21 Drive to a new area and explore!	22 Start planning a potluck to celebrate inclusion. Hold it on the last day of the month! Ask people to bring something from their original or adoptive culture.	23 FREE DAY! Make sure to be inclusive of others today!	24 Take a moment to share kind words about those in your workplace.	25 Take time to listen to someone else's ideas.	26 Talk about something other than work with a colleague.	27 Find one way to be more involved in your community.																																																																																																
28 Stand up for something or someone you believe in.	29 Set positive intentions for this week.	30 Enjoy the potluck you planned earlier. If you didn't plan one, invite someone new to lunch today!	1	2	<table border="0"> <tr> <td colspan="6">MAY</td> <td colspan="6">JULY</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1 2</td> <td></td><td></td><td></td><td></td><td></td><td>1 2 3 4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8 9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10 11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15 16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17 18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22 23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24 25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29 30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		MAY						JULY						S	M	T	W	Th	F Sa	S	M	T	W	Th	F Sa						1 2						1 2 3 4	3	4	5	6	7	8 9	5	6	7	8	9	10 11	10	11	12	13	14	15 16	12	13	14	15	16	17 18	17	18	19	20	21	22 23	19	20	21	22	23	24 25	24	25	26	27	28	29 30	26	27	28	29	30	31	31											
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TEAM ACTIVITY

VOLUNTEER TOGETHER

One of the most rewarding ways to create an inclusive and connected team is by volunteering together.

Whether that's helping out at a beach cleanup or volunteering at a children's hospital, service is good for the soul and for the team. By supporting the same cause, your team will develop shared values that translate back to the workplace.

This month, find a cause that matters to your team and volunteer together to create change in your community!

THE SCIENCE OF KINDNESS

Research shows that teams that operate in an inclusive culture outperform their peers by a staggering 80 percent!

<https://bkind.ly/inclusive-culture>

**HOLD
YOURSELF
RESPONSIBLE.♥**

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kindness
the norm.™**

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JULY 2020

RESPONSIBILITY

“THE FINAL FORMING OF A PERSON’S CHARACTER LIES IN THEIR OWN HANDS.” —ANNE FRANK

SUN	MON	TUE	WED	THU	FRI	SAT
<p>JUNE</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>	<p>AUGUST</p> <p>S M T W Th F Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	30	1	2	3	4
5	6	7	8	9	10	11
Use reusable grocery bags.	Check in with your accountability partner and ask if there's anything you can help them with to accomplish their goal.	Leave only kind comments on social media.	Remind yourself that you are doing the best you can.	Give up your parking spot or seat on public transit.	Commute to work via bike, public transit or carpool today.	Relay an overheard compliment to someone.
12	13	14	15	16	17	18
Write a to-do list for this week. Keep yourself organized!	FREE DAY! Follow a 10-minute stretching routine today.	Drink at least eight glasses of water today.	Everyone is important. Learn the names of your receptionist, security guard and custodians.	Pack a lunch and reusable water bottle for tomorrow.	Don't let someone else take the blame for something you did.	Pick up litter when you're out today.
19	20	21	22	23	24	25
Be on time. Don't leave others waiting for you.	Take a shorter shower to conserve water.	Change three small things about your routine that will help the environment.	Respond to emails in a timely fashion.	Spend your day working and not looking on social media or the internet.	De-clutter your workspace.	Spend a day saying only nice things about other people.
26	27	28	29	30	31	1
Follow through on something you promised someone.	Stick up for someone when you hear gossip about them.	Own up to a mistake you made.	FREE DAY! Relax by doing a five minute breathing / mindfulness exercise.	Make plans with a person whom you have been putting off.	Celebrate all that you have accomplished this month!	

TEAM ACTIVITY

ACCOUNTABILITY PARTNERS

1. Have each person on the team select an accountability partner for the month.
2. Each person should come up with a simple goal for the month (I want to go for a walk three times per week during the lunch hour).
3. Write down your goal and hand it to your accountability partner.
4. Create an agreement with your partner that helps you stay on track and be responsible for what you agreed to.
5. Check in regularly with your accountability partner to see how you're doing.
6. Celebrate your success at the end of the month!

THE SCIENCE OF KINDNESS

Self-directed people—those who see themselves as responsible for their behavior and performance—want to be held accountable. They want to have a sense of ownership in their job, to have some input into how things should be done and to have a say in how their performance will be measured.

<https://bkind.ly/responsible-workplace>

**RISE
BY LIFTING
OTHERS.♥**

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AUGUST 2020

CARING

“KINDNESS IS CARING FOR OTHERS EVEN WHEN THEY MAY NOT CARE FOR YOU.” —RAKTIVIST

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																				
26	27	28	29	30	31	1 Give someone you care about an unexpected, big hug today.																																																																																				
2 Leave unused coupons next to the corresponding products at the grocery store.	3 Leave sticky notes with positive messages in public places today.	4 Let someone merge in front of you in traffic today.	5 Make sure everyone feels included in your meeting(s) today.	6 FREE DAY! Find a way to show someone how much you care today.	7 Leave money at the vending machine so someone can enjoy a free treat.	8 Give someone a gift for no reason.																																																																																				
9 Leave a note of thanks for your postal carrier or sanitation worker.	10 Prepare a meal or bring in a treat for someone struggling at work.	11 Call a loved one you haven't spoken with in awhile.	12 Do something that will make someone (and yourself) happy.	13 Ask someone how their day has been.	14 Commute to work via bike, public transit or carpool.	15 Pick up any litter you see on the ground.																																																																																				
16 FREE DAY! Do something to show how much you care about our planet!	17 Forgive someone you've been holding a grudge against.	18 Offer to walk or exercise with a co-worker during a break.	19 Share a healthy recipe with a colleague.	20 Offer a listening ear to someone who is struggling.	21 Stick up for someone when you hear gossip about them.	22 Call a friend you haven't spoken with in awhile.																																																																																				
23 If you have a pet, spend a little extra time with them today.	24 Offer to help someone today.	25 Complete a task you've been putting off.	26 Switch to cruelty-free products.	27 Take the scenic route to work today and look for things you've never noticed before.	28 Celebrate the end of the week by doing an act of kindness for someone.	29 Send a handwritten note or card to someone who matters in your life.																																																																																				
30 Make eye contact with a stranger and smile.	31 Celebrate the end of this month of caring by doing something that makes you feel good!	1	2	3	<p style="text-align: center;">JULY SEPTEMBER</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">Th</td><td style="text-align: center;">F</td><td style="text-align: center;">Sa</td> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">Th</td><td style="text-align: center;">F</td><td style="text-align: center;">Sa</td> </tr> <tr> <td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td> <td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> <td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td> </tr> </table>		S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa				1	2	3	4			1	2	3	4	5	5	6	7	8	9	10	11	6	7	8	9	10	11	12	12	13	14	15	16	17	18	13	14	15	16	17	18	19	19	20	21	22	23	24	25	20	21	22	23	24	25	26	26	27	28	29	30	31		27	28	29	30			
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TEAM ACTIVITY

COMMON HUMANITY JARS

For this activity, you will need:

- 6 stations (e.g. chairs) around the room, each with an empty jar
- A bowl of marbles or similar objects
- 6 jars labeled with common human experiences. For example: Felt nervous before speaking in public; Got a lower mark than expected on an assignment; Tripped while walking and felt embarrassed; Said something you later regretted; Had a job interview and didn't get the job; Sent a text or email to the wrong person.

Give participants six marbles each and ask them to walk around the stations and drop a marble in the jar if they relate to that experience. They do not have to use all of the marbles. Then, bring the jars over to the group, and facilitate an open group discussion using the following questions and prompts:

- What do you notice as you look at these six jars?
- Have you ever thought you were alone in experiencing these things? Perhaps you have felt like others are good at public speaking but you're the only one who struggles or you're the only one silly enough to make small mistakes.
- What is it like to see that others, in fact most people, also have these experiences?

This tool was developed by Hugo Alberts Ph.D.

THE SCIENCE OF KINDNESS

Caring too much can hurt. When caregivers focus on others without practicing self-care, destructive behaviors can surface. Apathy, isolation, bottled up emotions and substance abuse head a long list of symptoms associated with the secondary traumatic stress disorder now labeled: "Compassion Fatigue."

<https://bkind.ly/compassion-fatigue>

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SEPTEMBER 2020

INTEGRITY

**"INTEGRITY IS CHOOSING YOUR THOUGHTS AND ACTIONS
BASED ON VALUES RATHER THAN PERSONAL GAIN."** —CHRIS KARCHER

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		Give someone the benefit of the doubt by standing up for them.	Follow through on something you promised someone.	Spend today saying only nice things about other people.	Resolve to use less plastic and be more conscious about recycling.	Own up to a mistake you've made.																																																																																																														
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FREE DAY! Think of someone who always shows integrity.	Spend your day working and not looking on social media or the internet.	Respond to emails in a timely fashion.	Show enthusiasm about what you do at work.	Be on time. Don't leave others waiting for you.	Eat three balanced, healthy meals and exercise today.	Go for a hike and pick up litter along the way.																																																																																																														
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Change three small things about your routine that will help the environment.	Do a favor without asking for anything in return.	Don't let someone else take the blame for something you did.	FREE DAY! Write your personal creed today.	Everyone is important. Learn the names of those who are often 'behind the scenes' at work.	Invite a group of coworkers to the happiest of happy hours and do acts of kindness in your community!	Resolve to be more authentic in your day-to-day life.																																																																																																														
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Walk more. Drive less.	Take time to reflect and journal about what makes you tick.	Put away your phone while in the company of others.	Relay an overheard compliment to someone.	Give up your parking spot or your seat on public transit.	Forgive someone and never bring the subject up again.	Clean up a mess you didn't make.																																																																																																														
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Leave only kind comments on social media today.	Tell someone's manager that they are doing a great job.	Remain true to your word.	Celebrate what you've done as a team to improve your workplace!																																																																																																																	

TEAM ACTIVITY

BE THE CHANGE AT WORK

At the beginning of this month, ask the team to think of an area where things could be improved at work. It can be a physical space or an effort in creating a better culture, for instance, making the community break room more inviting by adding color, visual flare, etc.

Task each person (or ask for volunteers) with something they are going to do to reach the goal. Create a timeline, budget (if necessary) and roles. If needed, build in milestones to make sure things are getting done and encourage team members to work with each other towards the end goal.

At the end of the month, celebrate everyone's work and accomplishing your task!

THE SCIENCE OF KINDNESS

Take a moment to read the Forbes® article called "5 Ways to Show Integrity in the Workplace":

<https://bkind.ly/integrity>

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STRONG.**

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OCTOBER 2020

RESILIENCE

“JOY, COLLECTED OVER TIME, FUELS RESILIENCE.” —BRENÉ BROWN

SUN	MON	TUE	WED	THU	FRI	SAT
<p>SEPTEMBER</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p>NOVEMBER</p> <p>S M T W Th F Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	29	30	1	2	3
4	5	6	7	8	9	10
Think of a difficult time in your life and recognize the good that came from it.	Write a gratitude list. Think of three people you are grateful for and what they have done for you.	Take the high road when something difficult comes your way.	Remind yourself that there is always something for which to be grateful.	Say something positive to everyone you talk to today.	Tell a co-worker why you appreciate them today.	FREE DAY! How can you express more joy in your life?
11	12	13	14	15	16	17
Fill your emotional piggy bank by doing something nice for someone else today!	Publicly acknowledge the accomplishment of someone who deserves more recognition.	Savor one special moment today and take a mental photograph.	Acknowledge someone with a smile or warm greeting when they walk into the room.	Offer your help to someone in need today.	BOSSSES APPRECIATION DAY Write and place a note of appreciation on someone's desk today.	Make an effort to start every conversation you have today on a positive note.
18	19	20	21	22	23	24
Make eye contact when you thank someone today.	List five of your strengths.	FREE DAY! Look up the definition of resilience. How do you personally express those traits?	Listen to a TED Talk or podcast about resilience today.	Tell a cheesy joke to a coworker to make them smile.	Tell someone something they have done to make your life a little easier as of late.	Make an effort to not complain for the whole day.
25	26	27	28	29	30	31
Write a letter by hand to someone who's made a difference in your life.	Send thank you notes to three customers / clients today.	Buy a lottery scratch ticket for someone and leave it on their desk.	Send an email to three people on your team letting them each know they are doing a great job.	Ask thoughtful questions to your team and listen with an open mind to their responses.	Greet people with an authentic smile.	Surprise someone with a thoughtful, inexpensive gift.

TEAM ACTIVITY

GRATITUDE LETTER WRITING

(Being grateful is key to being resilient!)

Spend 15-20 minutes writing a letter to someone who has made a difference in your life. Tell them what they did to make a difference and how much you appreciate them. This can be a friend, spouse, child, colleague, mentor, etc. Do this in a place where you can have quiet, reflective time. When you are finished, you can fold it up and mail it... or call them and read it to them... or, better yet, hand-deliver it and read it to them. It is a powerful thing to say the words out loud to them and to be on the receiving end!

Now, spend 15-20 minutes writing a letter to yourself. List your strengths, how you've managed to grow from difficult moments in your life and how your experiences have made you a more resilient person. Listen to the voices of those who have told you what they love about you and what they appreciate about you. Let those words be reflected in your letter. When you are done with your letter, seal it up and place it somewhere where you will be able to easily find it on a difficult day or during a time when you are struggling. Read it to yourself or have a loved one read it to you.

THE SCIENCE OF KINDNESS

“It is challenging for negative emotions to survive with the consistent practice of expressed intentional and authentic gratitude. To actively improve resilience and happiness, consider being more intentional with gratitude.”

David Nico, PhD and founder of Nico Ventures, a health and medical consulting and investment firm.

<https://bkind.ly/thriveglobal>

**BE
THANKFUL.** 

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NOVEMBER 2020

GRATITUDE

“GRATITUDE IS THE HEALTHIEST OF ALL HUMAN EMOTIONS. THE MORE YOU EXPRESS GRATITUDE FOR WHAT YOU HAVE, THE MORE LIKELY YOU WILL HAVE EVEN MORE TO EXPRESS GRATITUDE FOR.” —ZIG ZIGLAR

SUN	MON	TUE	WED	THU	FRI	SAT																																																																																				
1 Make a list of five simple pleasures for which you are grateful.	2 Tell at least three people why you are grateful for them.	3 Don't complain for 24 hours.	4 Randomly place sticky notes around your work space expressing gratitude for those on your team.	5 Say thank you to someone with a difficult job.	6 FREE DAY! How will you show gratitude to a colleague today?	7 Make a list of ways you've impressed yourself lately.																																																																																				
8 Give someone you love an unexpected 10-second hug.	9 Tell someone's manager about the good service you received.	10 Leave a small gift of gratitude for the night shift custodians.	11 Write a note of gratitude to a veteran thanking them for their service.	12 Send an email to your boss telling them how they have helped you be successful.	13 WORLD KINDNESS DAY Celebrate today by doing something kind for someone else.	14 Wake up early to appreciate the sunrise.																																																																																				
15 Spread the word about one of your favorite businesses.	16 Cover for a colleague so they can leave early.	17 FREE DAY! Be grateful for yourself! Do something nice for yourself today.	18 Try to find the good in someone you don't like.	19 Text the last person on your text list and say something uplifting.	20 Say thank you to a maintenance worker.	21 Take a walk to reflect on what makes you happy.																																																																																				
22 Spend a little extra time showing your pets how much they mean to you.	23 Bring a breakfast treat to work to celebrate your co-workers on a Monday!	24 Be grateful for your body and all that it does for you!	25 Schedule a date with yourself—an afternoon or an evening that's all about you!	26 Share your gratitude for whomever you are with today.	27 Exhibit patience; even if you're in a hurry.	28 Enjoy this Saturday by being grateful for all that you have.																																																																																				
29 Share a smile with a stranger today.	30 Enjoy the "Thankful Jar" you created this month and read some of the notes out loud to everyone.	1	2	3	<p>OCTOBER DECEMBER</p> <table border="0"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </table>		S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa						1	2	3							4	5	6	7	8	9	10	6	7	8	9	10	11	12	11	12	13	14	15	16	17	13	14	15	16	17	18	19	18	19	20	21	22	23	24	20	21	22	23	24	25	26	25	26	27	28	29	30	31	27	28	29	30	31		
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TEAM ACTIVITY

THANKFUL JAR

Leave an empty jar in a shared space (lunch room, etc.) with a sign on it that says "Thankful Jar".

Ask people to write notes expressing why they are thankful for their colleagues, janitorial staff, supervisors, customers, etc. They can be anonymous or not.

Collect the notes throughout the month. At the end of the month, gather as a team to read some (or all) of the notes written about each other out loud.

THE SCIENCE OF KINDNESS

Research suggests that gratitude may be associated with many benefits for individuals, including:

Better physical and psychological health
Increased happiness and life satisfaction,
decreased materialism, and more.

<https://bkind.ly/science-of-gratitude>

**CELEBRATE
THE LITTLE
THINGS.**

**make
kindness
the norm.**

www.randomactsofkindness.org

DECEMBER 2020

CELEBRATION

"THE MORE YOU PRAISE AND CELEBRATE YOUR LIFE, THE MORE THERE IS IN LIFE TO CELEBRATE." —OPRAH WINFREY

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		Start your celebration list today!	Plan a potluck or outing with your team to celebrate your success this year.	Tell a co-worker something you appreciate about them.	Celebrate yourself today! Do something you enjoy!	Explore a new neighborhood today.																																																																																																														
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FREE DAY! Celebrate!	Send a positive text message to a friend or family member.	Listen to Kool & the Gang's song "Celebration" today!	Celebrate one of your favorite customers or clients today by telling them you appreciate them.	Start and end the day with positive intentions.	Open today's meeting with words of encouragement.	Carry out a random act of kindness today!																																																																																																														
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Reach out to a neighbor to offer any kind of 'neighborly help' you can give.	Put sticky notes with positive quotes and affirmations around your workplace.	Tell a cashier they're doing a great job.	Celebrate all of your co-worker's birthdays occurring in December!	Share a recent 'win' (personally or professionally) with your team. Ask others to share theirs.	Bring in a treat to show your colleagues how much you appreciate them.	Pay a compliment to three people today.																																																																																																														
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Listen to all the positive things being said about you.	Congratulate someone on getting a project done.	Help a family in need by buying a gift for their child / children.	Celebrate the things that bring happiness to your life.	Make someone smile today with a good joke.	Celebrate with your family or friends.	Invite a friend or family member over and cook their favorite meal.																																																																																																														
27	28	29	30	NEW YEAR'S EVE 31	<table border="0"> <tr> <td colspan="6">NOVEMBER</td> <td colspan="6">JANUARY</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		NOVEMBER						JANUARY						S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	1	2	3	4	5	6	7						1	2	8	9	10	11	12	13	14	3	4	5	6	7	8	9	15	16	17	18	19	20	21	10	11	12	13	14	15	16	22	23	24	25	26	27	28	17	18	19	20	21	22	23	29	30						24	25	26	27	28	29	30								31						
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Go for a hike and enjoy the weather (even if it's cold!).	Compliment someone on an attribute of theirs; not a physical trait or item of clothing.	FREE DAY! Find a way to celebrate today!	Help someone who is struggling to carry something.	Celebrate all the kindness you've brought to yourself, your place of work and the world this year!																																																																																																																

TEAM ACTIVITY

REASONS TO CELEBRATE

Make a celebration list where you add something new everyday. The list should include something you've accomplished as an individual or with your team, progress you've made as a company, all the ways you have personally changed for the better and how your team has improved over the last year.

Consider making the list public where people can add to it each day if you have a public/shared space like a cafeteria or break room. Encourage everyone to add to the list!

THE SCIENCE OF KINDNESS

Those companies practicing celebrations as part of their conversational rituals open up their employees to make them feel part of the company's common success, enable them to have the confidence to challenge the status quo, take ambitious initiatives, and share their creative ideas with others.

<https://bkind.ly/celebration-time>

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