

# 5 Easy Steps to a Kinder Workplace



## Instructions



- 1 Read and discuss the 5 Easy Steps to a Kinder Workplace with your team-mates!
- 2 Fill out the 5 Easy Steps Calendar with ideas & intentions for practicing each of the Steps
  - Start with Step 1...
  - Practice each step for 5 business days in a row...
  - Then add the next step!
- 3 Every morning, have a quick 5-minute Team Kindness Check-In to talk about successes from yesterday's practice - and intentions for today's practice!
- 4 Post the 5 Easy Steps & Kindness Calendar at each team-mate's desk as a visual reminder!
- 5 Have fun!! Because being kind is fun!!

[www.loveandkindnessproject.org](http://www.loveandkindnessproject.org)