



Kindness Recharge

Kindness Guide

Tips to recharge yourself
with kindness daily





“Self-compassion is not the same as being easy on ourselves.
It’s a way of nurturing ourselves so that we can reach our full potential.”

Dr. Kristin Neff, Associate Professor Human Development and Culture, University of Texas at Austin

Kindness to others begins with kindness to self. Kindness to self is not about self-indulgence or letting our standards slip. It is about taking care of ourselves so that we can grow, perform at our best, and naturally share kindness with others. This week, your invitation is to be kinder to your own body and mind.

1

Take breaks in the day.

Breaks enhance your performance at work, so enjoy them as you let them recharge you for the rest of the day.

- Consider scheduling in a break in your calendar.
- For a quick recharge: mindfully take 3 deep breaths. Allow each inbreath to clear your mind. Allow each outbreath to relax you more deeply.

[Learn](#) how breaks at work help your brain enhance performance and creativity.

2

Commit to getting a good night’s rest tonight.

- Go to bed at a time that helps you feel refreshed in the morning.
- To get a more restful sleep, consider turning off screen time at least an hour before.
- Engage in perceptual activities before bed (bath, yoga, light reading, music, etc.) instead of cognitive activities (checking email, working, etc.).

Top performing leaders get good sleep. [Read](#) our HBR article to learn more.

3

Find one way to make your day easier.

It could mean delegating a task, saying no, asking for help, planning ahead, or arriving earlier.

[Learn](#) 10 ways to set healthy boundaries at work.

4

Observe your inner critic.

Is your inner voice harsh? Are you often hard on yourself for failing?

- Notice it, and try to be gentler with yourself, as if you were talking with a good friend.
- If you are focusing on your negative qualities, think of positive qualities for a more balanced view.

[Learn](#) how taming your inner critic helps you succeed at work.

5

Train in mindfulness.

Research shows that just 10 minutes a day improves your focus, resilience, collaboration, creativity, and critical thinking. It also impacts a host of factors related to your health and happiness.

[Learn](#) about the benefits of a regular mindfulness training.



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“No act of kindness is ever wasted.”

Aesop

They say that kindness is its own reward. Research agrees. Business research shows that compassionate leaders are perceived as stronger and better leaders. Neuroscience shows that when people practice kindness, areas of the brain related to pleasure and reward are activated. Being kind also helps us live longer and strengthens our immune system. Yet within a busy workday, we may forget to practice kindness. This week, your invitation is to focus on being kind to others and notice what a difference this makes.

1

Express gratitude.

- Make a conscious effort to thank people for their work and contributions.
- Offer details about how they have made a positive impact, in both small and large ways.

[Learn](#) *how gratitude is the gift that keeps on giving at work.*

2

Listen well.

Does your mind ever wander while talking with others? Do you ever interrupt others?

- Try to pay full attention while others are speaking.
- Listen with an open mind, ask thoughtful questions, and demonstrate your interest in truly connecting.

[Learn](#) *how to become more mindful in your communications.*

3

Engage in a random act of kindness.

- See if you can lighten a colleague's load, give a gift, let someone in line go in front of you, etc.
- Choose something that makes you feel happy, and don't expect anything in return. Notice how this impacts your day.

[Learn](#) *how kindness offers a host of health benefits such as a longer lifespan and lower stress.*

4

Check in on someone today.

Perhaps it's a colleague, friend, or someone who is struggling.

- Check in to see how they are doing or if they could use any help.

[Learn](#) *about the surprising power of simply asking coworkers how they are doing.*

5

Ask yourself, “How can I benefit this person?”

- Whenever you engage with someone (clients, stakeholders, colleagues, vendors, family, friends, etc.), have the intention to benefit the other person.
- See what arises from this intention in your interactions.

[Read](#) *our HBR article to learn the benefits of compassion.*



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“Constant kindness can accomplish much. As the sun makes ice melt, kindness causes misunderstanding, mistrust, and hostility to evaporate.”

Albert Schweitzer

Kindness at work has huge positive impacts on ourselves, our colleagues, and our culture. One study showed that small, regular acts of kindness at work over 4 weeks improved overall workplace positivity, a sense of wellbeing, life satisfaction, job satisfaction, competency, and a sense of autonomy. This week, your invitation is to proactively practice kindness at work to reap the benefits for yourself and others.

1

Acknowledge others' contributions.

- Give credit where it's due, and let others share credit in your successes.
- You can also speak up in a meeting or send an email to publicly acknowledge the good qualities and contributions of a colleague.

[Learn](#) more about the powerful impact of acknowledging good work. [Learn](#) more about the benefits of giving credit to others.

2

Celebrate others' successes.

Do you ever feel jealous when someone else lands a promotion or comes up with a great idea?

- Celebrate their success, as if it were your own.

This mental shift will enable you to be happier and more easily learn from their success.

[Learn](#) reasons why you should celebrate others' successes.

3

Put aside petty criticism and gossip.

- Notice if you are gossiping or criticizing someone (verbally or mentally) for inconsequential reasons.
- If you hear others complaining about a colleague, try to not get caught up in it.
- As a general rule, only talk about someone in a way where you would feel comfortable for that person to hear your feedback.

[Learn](#) about the hidden toll of workplace incivility.

4

Ask: "What do you think?"

- Be curious about others' views and recognize their value, including those from introverts and lower levels of the organization.

What are the four most important words in leadership? [Read](#) our Forbes article to learn more.

5

Give honest feedback.

Kindness isn't just about nice words. People appreciate honesty and transparency, especially if it is delivered with a good intention. Think about ways to be more honest while also being kind.

- Ask permission to give feedback. This can help reduce resistance.
- Share your sincere intention to offer benefit. This will increase trust and constructive dialogue.
- Check in to see if the person agrees. This will help you receive feedback and find common ground.

[Learn](#) how transparency enhances engagement and culture at work.



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“Wherever there is a human being, there is an opportunity for a kindness.”

Seneca

Despite the myriad differences between people, we all have some things in common: the wish to be happy and a mutual dependence for our livelihood and survival. This week, your invitation is to widen our circle of concern and kindness, within your organization and throughout the world.

1

Think about “we” instead of “me”.

- When you are in a meeting or working on a project, think about all the stakeholders and how you can contribute towards what’s best for everyone involved.

The best leaders think about “we” instead of “me”. [Read](#) our HBR article.

2

Be kind to the planet.

- Be mindful of your impact on the planet today, and take a step to support the environment.
- You could: save energy by turning off your computer tonight or unnecessary lights; cook a vegetarian meal; sponsor a tree planting; or read up on how individuals and organizations can help the planet.

[Learn](#) about a new age of corporations actively transforming business to enhance sustainability.

3

Recall our interconnectedness.

- Think about your most recent meal. Consider all the people involved in growing, packaging, and selling the food. Now think about your most recent meeting. Consider all the people involved in preparing for, scheduling, and running the meeting. Is there anything that is independent from others?
- See if this sparks an attitude or action such as gratitude, humility, or being kinder to everyone.

[Read](#) our HBR article to learn how interconnectedness translates into leadership.

4

Note and value cultural differences.

While everyone wishes for respect, there are different ways to express it. We often think and act from the lens of our own cultural frameworks.

- Think about your colleagues, customers, and others with different backgrounds. Reflect on your current level of cultural awareness and see if there is anything you can do to enhance awareness and respect.

[See](#) examples of cultural differences in the workplace. [Learn](#) 3 ways to improve your cultural fluency.

5

Commit to one thing you will do to make kindness a greater part of your life.

- Reflect on the tips that have most helped and inspired you over the past 4 weeks. Commit to engaging in these tips on a more regular basis.
- Celebrate the positive impact that you have had and will have on others by enhancing kindness.