

# Acts of Kindness for Staff

## 1. Quick Verbal Kindness (No Prep Needed)

### Simple things you can say in the moment.

- Smile and say hello to five different staff members
- Greet everyone you see in a shared space
- Offer a cheerful "Have a great day!"
- Say "I'm glad you're here"
- Say "thank you for being you"
- Say "Your work matters here"
- Say "thank you for being here today"
- Thank someone for a job well done (face to face)
- Express appreciation to someone not expecting it
- Say something uplifting in a hallway conversation
- Tell someone how they help make the school better
- Offer encouragement to someone who looks stressed

## 2. Written Notes & Messages

### Anything involving notes, post-its, mailboxes, or signs.

- Write a sticky note of encouragement in a shared space
- Leave a kind note in a mailbox or on a desk
- Write "You're appreciated!" on a post-it
- Leave a note that says "You make a difference"
- Write a positive note for a staff mailbox
- Leave a small anonymous note in the lounge
- Leave a note on the copy machine or fridge
- Post a handwritten "Happy [day]" sign
- Write a short positive message near the entrance
- Handwrite a thank-you note and deliver it
- Write a one-sentence positive review of a colleague
- Leave a kind note for front office or custodial staff

## 3. Digital Kindness

### Done through email, text, or online sharing.

- Send a positive text or email
- Send an encouraging gif, meme, or quote
- Share a favorite song or podcast
- Share a favorite quote or (if appropriate) Bible verse
- Post something positive about your school

## 4. Compliments & Recognition (Staff)

### Focused on noticing and affirming adults.

- Compliment someone on their work
- Tell someone what you admire about their work
- Thank someone for what they do regularly
- Share a compliment about a staff member with others
- Compliment someone outside your department
- Give a genuine compliment to someone you don't usually talk to
- Call someone by name who often goes unnoticed
- Tell support staff how important they are

## 5. Connection & Check-Ins (Staff)

### Building relationships and presence.

- Ask how someone's day is going — really listen
- Invite a coworker to lunch or a walk
- Say hello to someone from another department
- Ask someone in a different role how their day is going
- Make eye contact and acknowledge someone new

## 6. Acts of Kindness for Students (Verbal)

### Simple words that make a big impact.

- Greet students by name
- Say "I'm proud of you"
- Say "I'm glad you came to school today"
- Tell a student "You made my day better"
- Let a student know you believe in them
- Compliment a student's effort, attitude, or behavior
- Thank a student for being respectful
- Tell students how they make the school better

## 7. Acts of Kindness for Students (Written)

### Notes students can keep or discover.

- Leave a kind note for a student
- Leave a sticky note that says "We need more students like you"
- Leave a short encouraging message for a student

## 8. Small Helpful Actions

### Quiet kindness through actions.

- Bring an extra snack for someone
- Leave a small treat for a colleague
- Pick up litter in a hallway or lounge
- Say "thank you for keeping this space clean"

## 9. Shared Positivity & Environment Boosters

### Making common spaces feel warmer.

- Draw a happy face or doodle in a shared space
- Post inspirational quotes in common areas
- Add something cheerful to a bulletin board
- Put a positive sticky note on a mirror

## 10. Gratitude & Reflection

### Kindness that spreads outward.

- Write down 3 things you're grateful for and share
- Recall a positive incident and tell the person
- Remind students to express appreciation to parents