



The Caring Worker Toolkit



CARING

adjective
/kâr'ing/

Feeling and showing concern for others.

One characteristic that adds to your value as a team player within your workplace is your genuinely caring spirit. You not only value yourself, your time, and your talents, but you see value in the role each employee plays within the company. You truly appreciate a caring workplace, which is demonstrated through your helpfulness, gratitude, compassion, and empathy. Colleagues feel safe around you and your ability to build trust and rapport among others is deeply important! While you have an affinity for many kindness concepts, congratulations—**your kindness superpower is caring.**

CARING IN WORDS

Self-Talk



You cannot expect to care for others if you do not first care for yourself. Self-talk is the practice of consciously speaking to yourself both out loud and internally in a positive manner. The thoughts and words you speak to yourself set the tone for how you feel for the rest of the day. This in turn affects your attitude and how you speak with others. The following are suggestions to shift your self-talk towards a focus on self-care:

Find one or more attributes about yourself that you love and tell yourself, out loud or in your head, why that thing about you is great. Express gratitude for this positive attribute.

Example: "I am a strong writer. My writing is clear and others understand my points. I am proud of this skill."

When you have success at work, congratulate yourself. Do this out loud in front of a mirror, or in the form of a note to yourself. Make it tangible so you hear or read the affirmation.

Example: "I worked hard and earned that promotion. I am worthy of this new position and am excited for the challenge."

When you have a failure or sub-optimal performance, remind yourself that this is an opportunity to learn something new and improve for the next time.

Example: “I missed my deadline this time. I can work on my time management and will set small personal deadlines next time.”



One-on-One

It is likely that you work with others in a one-on-one capacity in some way, shape, or form. Perhaps you have to collaborate with another team member; maybe you have one-on-one meetings with a supervisor; maybe you have to have your work reviewed by another person or you have a mentor on your team. Knowing how you value caring at work and in your personal interactions with colleagues, here are some things to think about when working with people one-on-one that will let you showcase your high need for caring exchanges and work relationships:

Intentionally tell a colleague what you appreciate about them at work.

Example: “I really appreciate you for always keeping us on track during the meetings! I hate going over time, and am thankful that you respect all our time.”

Thank a colleague or manager for their help, contribution, or support.

Example: “Thank you for reaching out during my research project. You really motivated me to stay focused on the bigger picture.”

Ask a colleague how they are doing and actively listen for their answer.

Example: “I know you have that recertification exam coming up. How is the studying going?”

Don’t be afraid to humbly share your accomplishments or showcase your good work to others, especially when asked. If you have been asked to share your efforts, take it as a compliment and as an opportunity to help your team be their best.



Team

Unless you are your own boss or are in a small business, you likely have a team of colleagues around you. This means you function as part of a team – either intimately or by extension (if you are not part of a specific team of people, your company as a whole is like a team – you are all driving toward the same targets and goals). As such, it is important to see how your high degree of caring – and your expectation for a caring workplace – impacts your place in the team. When engaging in team-based activities as a person who highly values caring, consider the following for improving caring among the team:

Share with the team something positive you experience with them at work. Tell them what, collectively, are you doing well.

Example: “We are doing great on our sales quotas! I love seeing the number board going up so quickly this week. I work even harder when all of you motivate me with your numbers!”

Praise your team in front of key stakeholders, like managers or even customers/clients, when appropriate.

Example: “CEO Smith, our team has been super focused on our numbers and it shows. I’m excited to see where we end up at the close of this quarter.”

CARING IN ACTION

In order to have a caring workplace, there are some things you can do at home and at work. How you start your day, end your day, engage at work and transition back home all matter for how you are able to show up both for your colleagues and for your friends and family.

Below are some suggestions for how you can ensure that your workplace actions express an attitude of **caring** towards yourself and others, and set you up for success all day long.

Starting & Ending Each Work Day

Write down a new personal positive affirmation on 3 post it notes each day or week. Place one on your mirror at home, one on your computer at work, and one in your car. Read it out loud or under your breath every time you see it.

Wake up early and give yourself 5-10 minutes of time to “ease in” to your day. This might be silence, music, journaling, etc. Whatever helps you to focus and prepare for the day. Repeat this activity at the end of the day to allow time to release thoughts and refocus on something positive.

Pack an afternoon snack that is high in protein along with a large water bottle. Hydration is often overlooked and a snack at the halfway mark of your shift can help with your mood!

At Work

Make a point to listen to others without interrupting.

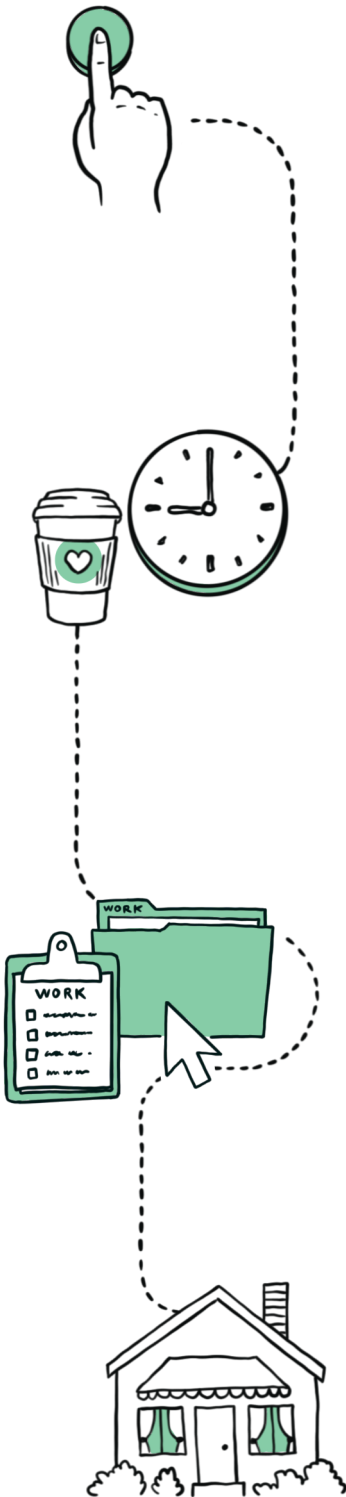
Invite new or isolated colleagues to join you for your breaks or lunch.

Offer to onboard new workers by giving them a tour, introducing them to helpful colleagues, etc.

Transitioning Back Home

Give yourself 5 minutes after completing your final work task as a specific “reset” period where you mentally release the work of the day. You can use that time to review what you accomplished that day or list what you will do tomorrow so you don’t have to think about it once you are home. This allows you to be more present and show those at home that you care for them.

Develop a designated location for all of your work supplies/tools and commit to leaving them there outside of work hours. This is especially helpful if you work remotely.





RANDOM ACTS OF CARING

RAKs, also known as Random Acts of Kindness, are little acts of kindness that are often anonymous (though not required!) to spread kindness and joy in your workplace. The following series of RAKs focus on a lens of **caring** and encourage people in your workplace to not only feel cared for, but to also spread a caring attitude to others as well. **Let's explore ways to incorporate caring focused RAKs throughout your workplace in a variety of settings.**

Individually

Random Acts of Kindness (RAKs) for individual coworkers can be done to lift their spirits or give them a boost for no reason at all! Here are a few ideas to get you started:

Spend 15 minutes writing a letter of gratitude to someone at work that is outside of your friend circle. Handwrite it and deliver it to them. If you work remotely, mail it to them the old fashioned way!

Take on an unpleasant task for a coworker (cleaning a bathroom, calling back a disgruntled customer, emptying the garbage, etc.).

In Your Team

RAKs for your entire team or workgroup is often simply fun and can increase morale. These activities can be done whether you are in leadership or not and frequently inspire others to continue the cycle of caring and kindness in your workplace.

Bring in a treat that honors the dietary needs of everyone on the team. Add a label with an ingredient list so everyone feels safe eating it.

Offer to mentor a new team member.

Overall at Work

Your workplace as a whole can definitely promote a community of caring and kindness through RAKs that not only affect the company/organization, but also externally within your community or communities (if in multiple locations). Look around and start to brainstorm ideas on how to infuse caring and kindness beyond your team. Go big!

Start each shift by collecting your thoughts and focus on one gratitude about work for the day. Add a bulletin board (physical or virtual) for employees to share their gratitude daily if desired.

Generosity board- create a physical or virtual generosity board filled with post-its that have ideas for giving back. People can both add new ideas and take down a post-it and complete a task. Have people share their experiences at company wide meetings or on a company wide email thread.



CARING RESOURCES

Want to learn more about how to tap into your interpersonal center of kindness and positively influence your workplace through a lens of caring? Check these out:


[Creating a Culture of Self-Care in the Workplace](#)

[4 Things to Do to Show Your Co-Workers You Care](#)

[Simple Ways to be a Good Co-Worker](#)

[The Random Acts of Kindness Foundation website](#)

[The Random Acts of Kindness Foundation | LinkedIn Profile](#)

<div>  Workplace Kindness Challenge <small>This is a fun and engaging challenge to use in your workplace to encourage a kinder, more compassionate environment. When you take a good action on all of the items below, you'll earn a Certificate of Appreciation from the Random Acts of Kindness Foundation.</small> </div>				
Monday	Tuesday	Wednesday	Thursday	Friday
Write an email to someone you work with.	Share your work with someone.	Credit time in your calendar to someone.	Compliment someone.	Start and end the day with a positive thought.
Send an uplifting text to someone.	Laugh with your belly full.	Send someone a note of appreciation.	Compliment someone.	Send someone a note of appreciation.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.
Compliment someone.	Share your work with someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.	Write a note of appreciation to someone.

Kindness Challenge

30 Days of Kindness in the Workplace

Now that you have worked your way through the toolkit, the final component is a 30 day challenge. Using the calendar below, try to accomplish one kind act each day (a suggestion is provided, or replace it with one that suits your workplace better).

[Random Acts of Kindness Workplace Challenge](#)