

35 SUPER SIMPLE IDEAS TO BOOST POSITIVITY AT WORK

PURPOSE AND MEANING	GRATITUDE AND APPRECIATION	CONNECTION WITH OTHERS AND FUN
<ul style="list-style-type: none"> • Keep a journal for reflection and to jot down thoughts as they come to mind • Remove clutter from your space • Desk yoga, mindfulness and breathing exercises, mindfulness apps • As a leader, be careful of the expectation of immediacy you are setting with email/text responses • Start meeting with mission moment • State purpose at start of meeting and allow 30 secs to set intentions • Have the team establish ground rules for how to behave in meetings • Check in – what are you bringing to the meeting? • Check out – what did you gain from the meeting? • Ask what success looks like and begin the meeting with the end in mind 	<ul style="list-style-type: none"> • Start meeting with “what’s new and good” or kudos to recognize others • Share success stories at meetings • Collect compliments from clients and share at meetings • Start a gratitude jar and read contributions during meetings • Say “thank you” and “you’re welcome” • Give compliments and congratulate others • Offer small gifts when someone helps you (e.g. small box of chocolate) • Place notes of appreciation on co-workers desks • Tell people when they do a good job, including senior-level people • Call out cards to acknowledge core value behaviors • Be aware that people have different ways they like to be thanked and recognized (e.g. public vs private) • Send a note of acknowledgement to someone and copy their boss • Wall of wins – create a visual wall of the wins throughout the year 	<p>CONNECTION WITH OTHERS</p> <ul style="list-style-type: none"> • When new at a company, go to lunch with as many people as possible • Give birthday cards with personal notes • Connect with positive people and invite those who you admire to coffee • Ask better questions like “What are you learning” or “What are you looking forward to?” • Hold walking meetings • Turn off electronics during meetings and really listen to each other <p>FUN TEAM BUILDING IDEAS</p> <ul style="list-style-type: none"> • Do a game show as a team outing • Do something creative (e.g. sip and paint, glass blowing, cooking class) • Host a team “show and tell” where each person has 5 minutes to share • Team pizza lunch or donut breakfast as alternatives to after work activities • Hold virtual coffees/happy hours • Play “Jump Around” and jump around for an impromptu break