MBA PROTOCOL

47 ACTS OF WORKPLACE KINDNESS

1. Bring in breakfast for colleagues.

2. Take 30 extra seconds to clean up the office bathroom sink before you leave.

3. Connect a friend to a valuable LinkedIn connection.

4. Share a relevant article.

5. TELL YOUR BOSS ABOUT THE GREAT WORK OF A COLLEAGUE.

6. Stay late to help a struggling subordinate.

7. Share your best practices with a peer

8. Volunteer to teach a class and follow up individually with students.

9. Give thoughtful constructive feedback to a subordinate.

10. Say yes to a small task no one else wants to do

11. EMAIL A COMPLIMENT TO YOUR BOSS

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12. Get coffee for your cube mate.

13. Remember people's birthdays.

14. Share a list of your favorite technology tools with peers.

15. Introduce a newcomer to important members of the firm.

16. Offer to pick up the slack on a challenging project.

17. Let your boss know how much you appreciate him or her.

18. LEAVE A HANDWRITTEN THANK YOU NOTE FOR SOMEONE WHO DID YOU A FAVOR.

19. Figure out the task you do best and offer to coach others in that skill.

20. Send anonymous flowers to the office manager.

21. Put sticky notes with positive slogans on the mirrors in restrooms.

22. Set up a lunch and learn for peers to discuss success strategies within firm culture.

23. STOP AND LISTEN.

24. Congratulate someone on an anniversary.

25. Actively coach a struggling peer.

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26. Take a new hire out to lunch.

27. Email that person who has been waiting to hear from you.

28. Bring in fun office supplies for colleagues to make the day more fun.

29. Get coffee for a busy manager.

30. ASK SOMEONE IF THEY NEED HELP.

31. Hold the elevator.

32. Say thank you to the office cleaning crew.

33. Talk to someone in the office you've never talked to before.

34. Offer insider tips to a new colleague.

35. Thank a mentor and tell them how they've helped advance your career.

36. Relay a compliment you heard about a colleague to a manager.

37. Keep an extra umbrella at work and let someone borrow it if there's a sudden downpour.

38. Donate to a subordinate's favorite charity.

39. STOP BY AND SAY HELLO.

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40. Cut a colleague some slack.

41. Offer to pick up dinner for everyone who's working late.

42. Surprise a peer with her favorite lunch delivered to her desk.

43. Recommend a peer for promotion.

44. SAY THANK YOU TO YOUR BOSS'S ASSISTANT.

45. Take two colleagues out to lunch who don't know each other and introduce them.

46. Have a stack of postcards at your desk and write a friendly note to someone who needs some cheer.

47. Ask someone what you can do to make their day easier and then do it.

MBA PROTOCOL

CREATING A WORLD RUN BY KINDNESS BY CHAMPIONING CAREERS BUILT ON LOVE.