

Healthy Workplace

CHECKLIST

8 Powerful Actions to Show Your Employees or Coworkers You Care

- ☐ **Greet** ▶ Enter each encounter with an employee, colleague or client with an upbeat, personal greeting prior to “getting down to business”. Pause the work you’re doing when a teammate walks in for the day, taking a moment to say hello and ask how they’re doing.
- ☐ **Encourage** ▶ People need encouragement both when things are going well and when things are going poorly. Be the leader who will offer encouragement, help, advice or simply a listening ear. By creating a culture of encouragement and modeling it first, people will follow your lead.
- ☐ **Notice** ▶ Make time to watch what’s going on around you, regardless of how busy you feel. Schedule buffer time in your calendar to have the freedom stop and observe. You’ll start noticing when others are having a bad day and who’s going above and beyond. Plus, people will notice you, noticing them.
- ☐ **Excite** ▶ Openly share what you’re excited about at your workplace. Leaders are the first to build excitement and spread it throughout the organization. Are you working on a new project? Do you have an inspiring purpose? Sharing what excites you will excite your employees too.
- ☐ **Rally** ▶ Bring everyone together on a regular basis. This may be a video call, a weekly staff meeting, or an informal meeting around the water cooler. Give people a chance to feel part of the team and share wins with others.
- ☐ **Offer** ▶ As a leader, you have to be accessible to offer your employees something when they come to you. It may be advice from your experience, sometimes it may be a solution to a problem, and other times it’s simply the gift of time and a listening ear.
- ☐ **Understand** ▶ Empathize with your employees. This will set you apart as a leader. Remember how it felt when you were in their position and try to understand their trials and struggles. Understand how huge their successes are for them, and celebrate with them. Showing that you care goes a long way.
- ☐ **Stretch** ▶ Find something each week – whether big or small – that stretches you in how you engage with your employees. Send an extra encouraging email; take five extra minutes to get to know someone better; or ask them about their family. Small actions each week will create massive impact.



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