

Kindness

5
Steps

*Be the Leader people
love and remember*

1

Start with Intentional Awareness

Before kindness can become spontaneous, we need to train ourselves to notice opportunities for it.

Pay attention to the small moments throughout your day where you can offer a hand, a smile, or a kind word.

This simple shift in awareness opens the door to many small acts of kindness.

2

Keep Kindness Simple



You don't need to go out of your way or perform grand gestures.

Sometimes the most powerful acts of kindness are the smallest.

Complimenting a co-worker, offering to grab coffee for a friend, or sending a quick text to check on someone are all simple yet effective ways to spread kindness.

3

Practice Kindness Regularly



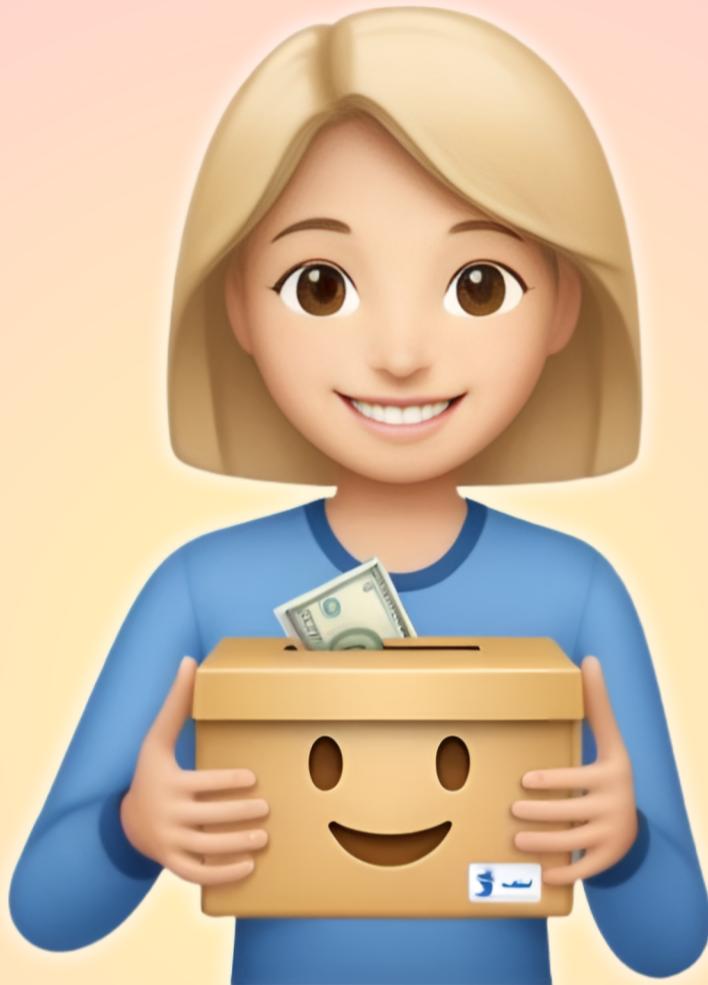
The more you practice, the easier and more natural it becomes.

Set a goal to perform at least one act of kindness each day.

Whether it's holding the door open for someone or simply listening to a friend vent, these acts will quickly become part of your routine.

4

Don't Expect Anything in Return



True kindness is given freely,
with no strings attached.

When you perform an act of kindness, do it for
the sake of making someone's day better,
not for the recognition or a favor in return.

This mindset shift will make your
acts of kindness more genuine.

5

Reflect on the Impact



At the end of each day, take a moment to reflect on how your actions, no matter how small, may have positively impacted others.

This reflection helps reinforce the habit and gives you a sense of accomplishment, no matter how subtle the act.



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