

01 The compliment delivery

5 minutes

Thank someone for one specific thing they did. Tell them what you noticed and why it mattered.

You'll need: A smile and a sincere sentence.

"Your help made my day easier. Thank you."

02 The thank-you relay

10 minutes

Write a note to a coworker. Invite them to pass a different thank-you to someone else. Keep participation optional.

You'll need: Paper and a pen.

Kindness travels well without tracking numbers.

03 The tiny cheer station

15 minutes

Set out blank note cards and invite visitors to write an encouraging message. Agree on a recipient and delivery plan first.

You'll need: Cards, pens and an agreed recipient.

Warning: may cause unexpected smiling.

04 The needs detective

15 minutes

Ask a participating nonprofit what it needs most this week. Share its confirmed request and link with your team.

You'll need: A current nonprofit contact.

The best elf gadget is a good question.

05 The useful gift mission

Time varies

Choose one item from a nonprofit's confirmed needs list. Follow its condition, quantity and delivery instructions.

You'll need: An agreed needs list; purchase only if you choose.

Practical can be magical.

06 The squad shift

Approved shift length

Gather willing coworkers for an approved nonprofit volunteer shift. Confirm hours, access and supervision with the host.

You'll need: A confirmed shift and a willing team.

Matching hats optional. Showing up counts.

07 The Elfie invitation

5 minutes

Offer a fun photo moment with the profile frame. Ask permission, leave room to opt out and share only if everyone agrees.

You'll need: The frame and an optional camera.

Serious about kindness. Flexible about poses.

08 The local love letter

10 minutes

Write a sincere appreciation post about a community organization or neighboring business. Check its name and tags.

You'll need: One true thing you appreciate.

Give credit where cheer is due.

09 The welcome upgrade

15 minutes

Ask a teammate how your elf display could be easier to see or use. Improve the sign placement or offer a readable link.

You'll need: Fresh eyes and a helpful adjustment.

Even magic benefits from clear directions.

10 The pocket-sized pause

5 minutes

Check on a teammate during a busy day. Ask what small, practical help would be useful, then follow through if you can.

You'll need: A few minutes and a listening ear.

Cocoa cannot answer emails. A teammate can help.

11 The kindness story

10 minutes

Share one small act of kindness with your team. Leave out private details and get permission before identifying someone.

You'll need: A real story and respectful wording.

Some of the best magic happens quietly.

12 The encore

15 minutes

Choose a useful activity you can repeat after the holidays. Set a realistic date and invite your team to take part.

You'll need: A calendar and one manageable idea.

The hat can come off. The kindness can stay.