A RAK Binder is a great way to build comradery and reinforce a positive work environment. This binder can be used as a reference guide to get to know the employees in your department and allow you to use the information in the binder to find things that your coworkers would appreciate. One act of kindness can start a chain reaction, creating a whole department that is full of kindness, appreciation, and positivity.

Make copies of the following sheet for everyone in your department and have everyone fill one out with all of their favorite things. Compile the sheets into a binder and leave it in a common space so anyone can reference it. The goal is that someone will choose to do a RAK, use the binder to find things that their coworker likes, and use that information to surprise them. When someone receives a RAK, they will feel more inclined to do a RAK for someone else, and the cycle of kindness will begin!
These Are a Few of My Favorite Things...

First name: _______________ MI: _____ Last name: _______________

Places to eat: ___________________  My birthday is: ___/_____
Places to shop: ___________________  For fun in my free time I love to:
Food: ____________________________
Fruit: ____________________________
Candy: ___________________________
Snacks: __________________________
Cold drink: ________________________
Scent: ____________________________
Flower: ___________________________
Color: ____________________________
Sports teams: _____________________

My go-to drink order is...

______________________________
______________________________

Let me tell you about my family:

______________________________
______________________________
I am allergic to:

______________________________
Start a chain of kindness in your workplace!