



30 day workplace challenge

Share a moment

Week 1 – Notice

Look up. Say hello. Notice who's around you.

○ Day 1

Say hello first

Make a point of genuinely greeting the people you work with today.

○ Day 2

Learn someone's name

Introduce yourself to someone you recognise but don't really know.

○ Day 3

Share a cuppa

Invite a colleague to stop for tea or coffee with you.

○ Day 4

Ask the second question

Go beyond "How are you?" and take time to hear the answer.

○ Day 5

Notice someone's contribution

Tell a colleague something you appreciated about what they did.

○ Day 6

Check in with someone

Send a quick message: "Haven't seen you for a while - how are things?"

○ Day 7

Notice an opportunity to include

If someone is sitting or standing alone, take a moment to say hello or invite them to join you.

30 days. 30 small ways to create a more connected workplace.

Workplaces are full of opportunities for connection - a conversation in the kitchen, a message to a colleague, an invitation to join the table or simply taking a moment to really listen.

This month, Footprints Community invites your team to Share a Moment.

No big gestures. No special events required. Just small, everyday actions that help people feel **noticed, included and connected**.

Week 2 – Reach out

Send the message. Make the call. Reconnect.

○ Day 8

Send the "thinking of you" message

Reach out to a colleague you haven't connected with recently.

○ Day 9

Make the call

Pick up the phone instead of sending another email or Teams message.

○ Day 10

Reconnect across teams

Say hello to someone you used to work closely with.

○ Day 11

Share a laugh

Send something light-hearted to a colleague who might appreciate it.

○ Day 12

Send an unexpected thank you

Thank someone whose work often happens behind the scenes.

○ Day 13

Check in on the checker

Reach out to the person who is usually looking after everyone else.

○ Day 14

Follow up

Think of someone you checked in with recently and ask how they're going again.



Share a moment

Week 3 – Make room

Invite. Include. Share. Listen.

○ Day 15

Invite someone along

Heading for coffee or lunch? Ask someone to join you.

○ Day 16

Walk and talk

Swap a desk catch-up for a short walk together.

○ Day 17

Share lunch

Sit with someone you don't usually eat with.

○ Day 18

Make room at the table

Actively invite someone into a conversation or group.

○ Day 19

Put your phone away

Give someone your full attention for five minutes.

○ Day 20

Invite another voice in

Ask someone who hasn't spoken in a meeting what they think.

○ Day 21

Include someone working remotely

Reach out just to connect — not because you need something.

Final days – Keep it going

Make connection part of how you work together.

○ Day 29

Share a Moment your way

Choose one small action that will help someone at work feel connected today.

Week 4 – Connect

Strengthen relationships and create new ones.

○ Day 22

Have a conversation outside your usual circle

Connect with someone from another team or part of the organisation.

○ Day 23

Ask about something beyond work

A hobby, weekend, pet, family, sport or something they enjoy.

○ Day 24

Learn something from someone

Ask a colleague to share something they know or do well.

○ Day 25

Tell someone why you appreciate them

Go beyond "thanks" and tell them what difference they make.

○ Day 26

Share something useful

Pass on a resource, recommendation, idea or opportunity you think someone would value.

○ Day 27

Celebrate a small win

Notice progress — not just the big achievements.

○ Day 28

Make a new connection

Introduce two colleagues who might benefit from knowing each other.

Don't stop at day 30. Connected workplaces are built one moment at a time.

Who could you Share a Moment with tomorrow?

○ Day 30

Pass it on

Invite someone else to keep the challenge going - and choose one thing you'll continue beyond the 30 days.