

**TOLEY RANZ  
STOPS BULLYING  
with Kindness**

## Kindness Matters

Kindness is Courage &  
Strength- Change Your World  
with Kindness

**Anke Otto-Wolf** ©2020

---



**“Kindness matters – friendship counts**

**You can care for others**

**When You believe in Yourself”**

©poetry/composition/voice by Mary DEHudson

# **Kindness Matters**

**Powerful Meaning in the Face of  
Being Challenged**

by **Anke Otto-Wolf**

award-winning author

Creator of Toley Ranz & Sedona Soul Balance

Podcast transcript from April 30, 2020 –

<https://www.spreaker.com/show/stop-bullying-with-toley-ranz>

**PSST – PSST listen, it’s me- Toley Ranz**

**Choosing Kindness means you have**

**Courage and inner Strength**



## **Hello Parents, Grandparents, and Kids-**

**This is your host Anke Otto-Wolf with the weekly podcast series "Toley Ranz Stops Bullying"**

**Our topic today is- Kindness**

- **HOW we, parents, grandparents and kids,**
- **can use TOLEY RANZ Stuck at Home guidelines on kindness**
- **can be used for emotional relief**

### **KINDNESS-**

**WHAT is kindness- it is the quality of being generous, helpful, and caring about other people, or an act showing this quality:**

- **What does it mean, to be kind**
- **especially in times when kids and parents are crammed into small spaces, not being able to stretch physically and**
- **most of all- emotionally.**
- **Tempers flare, one feels locked in**

**So, let's concentrate on Kindness, on bringing it into our daily life and actions – to make everything easier, ok?**

- **HOW everyone can participate and bring changes about**
- **HOW a single word, gesture and/or action can assist and change the attitude of someone else**
- **HOW this could permanently influence, change, touch someone's life**
- **Beside you own**

### **What IS kindness? What does it mean?**

- **Kindness is being friendly,**
- **generous, and considerate.**
- **Showing Affection, and gentleness,**
- **warmth, concern, and care**

**Those ARE words that are associated with kindness.**

**Kindness can change everything, says Toley Ranz**



**Just imagine the results you can have using this Honor Code  
together with your Belief in Kindness**

# **Toley Ranz.**

## **10-POINT HONOR CODE OF CONDUCT**

1. Accepting others for who they are shows Tolerance
2. Keeping a promise and being truthful are matters of honor
3. Being respectful means being kind and considerate
4. Not hurting oneself nor others is a given
5. Not using foul or degrading language shows strength
6. Carrying responsibility for one's actions is awesome
7. Not taking drugs is being COOL
8. Giving one's best at all times means being a leader
9. Listening to others and hearing what they say is most important
10. Being a positive role model is using positive attitudes



**Learn more at [ToleyRanz.com](http://ToleyRanz.com)**

## You know what really gets me at times?

- There are people who do not use kindness, and if YOU do, they call you weak and naive? right?
- Have you ever observed or experienced something like that?
- I am sure you have- I have!
- Or maybe it was you yourself who was labeled naive and weak, right?

If you think that you appear weak when you are kind, you are mistaken!

## You know why?

- Because being kind often requires much more courage and strength than being 'unkind'
- for instance, when we encourage our kids
- To stand up to bullying!
- THAT takes courage and inner strength
- You ask- HOW can they/we still be kind?
- THAT is the Q- because in that moment



**Corona Mask bullying is a NONO!**

## **KINDNESS overcomes the ugliness of the bully-**

- **Meaning they, the bullies, don't expect kindness-**
- **Kindness makes a bully weak, yes weak!**
- **You see, kindness is powerful, very powerful**
- **And it leaves them speechless,**
- **THAT is the powerful moment**
- **When you walk away with a kind smile for the bully**

**And- remember- Kindness is an interpersonal skill, meaning as I said before, it is the quality of being generous, helpful, and caring about other people, or**

- **Any kind of such an act is showing this quality**

**And because it is a skill, we can learn it;**

- **so, we need to teach it to our kids,**
- **and ad it says in the song: Kindness matters!!!**
- **exercise it at home and practice it among each other**

**NOW you do have the time for it during this period of being 'stuck at home'**

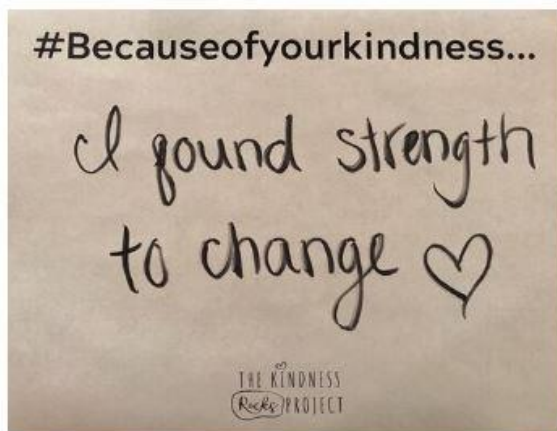
**Use this time wisely, prep your kids for a different world do NOT repeat the "same-ol'-same ol'"**

**Here we are again at the point of AWARENESS- yes opening our eyes means noticing when others are suffering or need help of any kind –**

**Learn to practice KINDNESS and also you will help change the world around you.**

**So, I ask you: can we learn to FEEL what the other person might go through or feel? Yes, we can. It starts with a good portion of listening to each other and also stepping aside and let the other person shine**

**That is especially a big point during this time of staying at home. Tune-in, listen closely, pay attention - - -to each other!**



**Ok here we go with a few examples:**

- **A kind word, a smile, opening a door, or helping carry a heavy load can all be acts of kindness**
- **Pick up the dirty clothes for your sister / brother**
- **Help reach the cereal box in the upper shelf**
- **Put the dishes in the dish water**
- **Make a cup of coffee for mom and bring it to her bed**
- **Sing a song together**
- **Help your sister with home work**



- **Ask grandma to read a story**
- **giving honest compliments**
- **helping an elderly neighbor with yard work or offer to grocery shop for them,**
- **taking a photo of someone and sending it to the person**
- **refusing to gossip, and**
- **donating old clothing and things you don't need are all ideas about how to practice kindness**
- **practicing kindness is YOUR JOB now**
- **so your life is better later**

**But- you might say: it's easy when we are out and about, right? Not so when we're Stuck at Home!**

**Well, let's take a look at some of the "kindness actions" we can do while being forced to be at home:**

- **greeting each other- good morning, how are you, do you feel better than last night,**
- **how is your morning so far, if you want me to help with ....**
- **sharing a memory: remember when ....**
- **sending an email thanking of someone, and telling someone how they are special to you,**
- **For instance, celebrating someone you love, (remember: activities- birthday party for someone 😊)**
- **Doing chores without being told**
- **A secret touch on the back, so the other person feels the connection and the love and the caring**



### **Create smiles / laughter / kindness by**

- **preparing breakfast/lunch dinner in a fun or unusual way**
- **practicing table manners or a new a language**

**Kindness is loaning someone your strength instead of reminding them of their weakness**

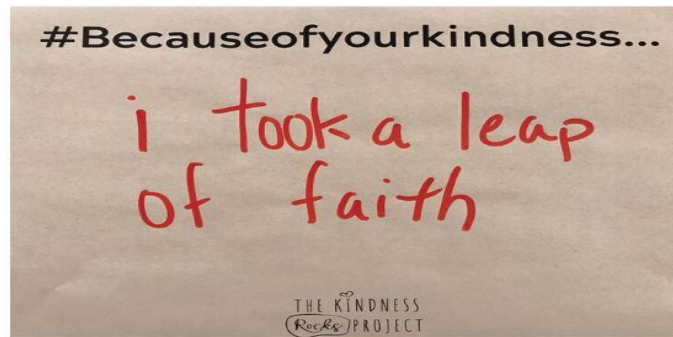
**Are you willing to full-heartedly celebrate someone else's successes?**

- **Or do you minimize their success, and**
- **not pay attention to it, or**
- **even bring up all the problems with the success?**

**Well, let's take a look at an example of what I just mentioned:**

**Like- "yeah, you made up your bed, but this corner is not tucked in and you didn't fold the blanket either...."**

- **Or--- "you cleaned and wiped the table after dinner- great job!- but why didn't you rinse the dish cloth and put it where it belongs?"**



**Now THAT erases the *great job* compliment,  
and the nicely made up bed.**

- You diminished their success,
- You were incapable of displaying kindness

**Let's try this again:**

**So, when we full-heartedly celebrate someone's  
success THAT is Kindness and a willingness to put  
the other person first.**

**YES, Kindness is to be openly happy for the other person.**

**And now please hear this, help your Kids to recognize that:**

- Kindness includes being kind to oneself.
- Do you treat yourself kindly?
- Do you speak gently and kindly to yourself and
- take good care of yourself?

**You see, kindness toward others requires that you know you are kind to yourself, right? There is power in kindness**



**Well, think about this: wouldn't you like to have that inner self-smile you can give to others when you perform kindness, or kind actions?**

- **There are many ways to be kind and many opportunities to practice.**
- **Perhaps kindness is a value that could add more satisfaction to anything you do, and strengthen your relationships**

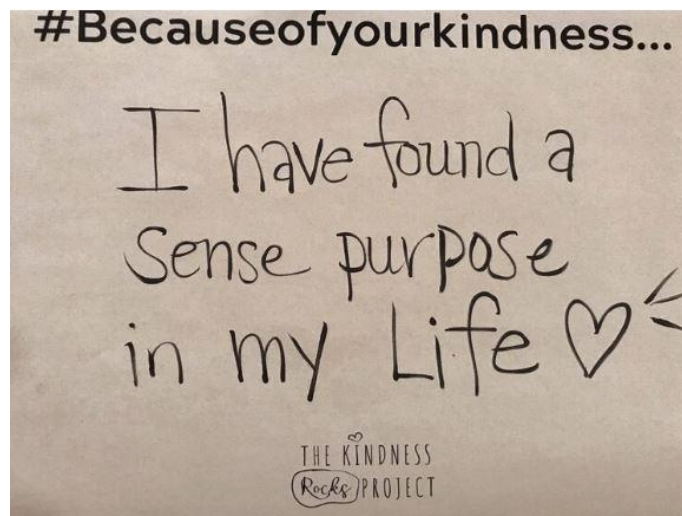
**Be kind to yourself.**

**It takes grace and inner strength to remain kind in cruel situations.**

## **If you can't be kind, be quiet**

**Wouldn't it be grand if someone says to you: Because of your kindness...**

- **I feel better**
- **I had self-confidence and I got the job**
- **I tried again and succeeded**
- **You made me feel strong**
- **I helped someone**
- **I want to try it too**
- **I am convinced that...**



**Here is your kindness activity:**

**“Because of your Kindness...”**

- **to do list,**
- **personal experiences,**
- **what you would like to do for others**
- **list people you'd like to surprise with a kind action**
- **and more**

**At the end of this e-booklet (scroll down) you'll find 10-points of helpful hints how you can motivate your kids and get things done in a harmonious way; go check it out. It's free, 😊**

**We have come to the end of our Podcast gathering/ session, please**

**For More Information Go to -**

**[www.toleyranz.com](http://www.toleyranz.com) where you find my email and phone number to reach me- mind you: any time!**

**[www.utube.com/toley-ranz](http://www.utube.com/toley-ranz)**

**There is a video for kids on How to prevent and deal with the corona virus, check it out on Tole Ranz utube channel**

**[Toley Ranz and Kids talk "Corona"](#)**

**and many other entertainment videos for kids.**

**LOVE to hear from you-**

**Thank you for spending your valuable time with me- I am signing off till next week with a heart-felt - AHO**

**Love and light, Anke**

**[anke@sedonasoulbalance.com](mailto:anke@sedonasoulbalance.com) 928-254-1879**

## **BONUS**

### **From Growing Leaders**

# Ten Ideas to Help You and Your Kids Get More Done at Home

Have you ever had a Saturday morning where you thought: *Finally, I get a weekend to catch up on some projects!* It seems we tread water all week, so we look forward to weekends to get some tasks done. And then, we reach Sunday night, and very few tasks, if any, are done.

During this period of isolation during COVID-19, many of us experience a good news, bad news scenario, where we have more time, but often play defense rather than offense with our calendars. Ugh! Where did the time go?

Here are 10 ideas to leverage during this strange time we're in to help you get more done.

#### **1. Use your imagination to motivate you and your kids.**

Author Po Bronson reminds us of an experiment done with preschool-aged children. The kids were asked to see how long they could stand still beside a wall in the classroom. Most lasted for only a few seconds. Then, those students were asked to imagine they were guards in front of a castle, guarding it against enemies, and they needed to be very still. Those same kids were able to stand absolutely still for over a minute. Why? Our minds/imaginations are so powerful they enable us to do what we normally could not do.

We must learn to paint pictures and leverage their effects on our capabilities. What if you offered a scenario that is an aspiration of your young person and got vividly specific and clear with it, then—given that scenario—discussed what steps should be taken to

make it a reality. Last year, I was teaching student leaders a principle and could tell it was all theory. Hypothetical at best. So, I gave them a very relevant scenario that likely many of them face on campus. Suddenly, the questions, discussion, and planning took off.

## **2. Plan to bundle similar tasks together.**

I try to make this a rule, especially during these weeks of social isolation, knowing there will likely be exceptions. You'll want to come up with your own categories as you review the kinds of tasks you have. Mine fall basically into three categories, which spell C.A.P.

C – Creative tasks: writing blogs, articles, outlining a book chapter, podcast script, etc.

A – Administrative tasks: planning meetings for apprentices; meeting w/Frank Blake, etc.

P – People tasks: meetings, webinars, video shoots, zoom calls with the team, etc.

## **3. Schedule your day the night before.**

Do this with your kids if it helps: sit down before going to bed and plan the next day from beginning to dinner time. (In our home, we try to keep evenings for family time after dinner). Be sure to stay realistic. Schedule the projects you believe you can finish in a day. Talk them over for support and accountability. We would often leave a fun job that we looked forward to for the end of the day. So, this could look like each person seated at the kitchen table with a tablet, making a list of priorities, then discussing it with the others.

## **4. Wear headphones, and listen to content to prevent distraction.**

My number one distractor from getting things done is interruptions. Wearing earplugs or headphones can reduce them. I will listen to music, podcasts, or TEDx talks. My wife will listen to books or a Marco Polo video from a friend.

## **5. Start with a full emotional tank, and plan brain-breaks every 60 to 90 minutes.**



Two of our *Habitude*® images speak to this need: Starving Baker & Emotional Fuel. Let me explain. I have a better chance of completing my tasks and exceeding expectations on them if I'm intellectually and emotionally full. Years ago, our team attended a training day with a neuroscientist who taught us that every 60 to 90 minutes our brains need a break if we want them to function at full capacity. Take a walk; get some water to drink; talk to someone else on a break. This doesn't prevent productivity; it accelerates it.

#### **6. Do quick things first, then first things first.**

I find I build momentum if I make my list of tasks to do, then choose my first task to be something that I can get done quickly and check it off the list. It furnishes me with the feeling of success. I feel the momentum, and I believe I can conquer other, bigger mountains that day. This week that task was writing two thank-you notes. The week before, it was planning for a meeting. I accomplished these tasks in 10 minutes and was raring to go for the bigger and longer tasks.

#### **7. Utilize the Pareto Principle.**

Vilfredo Pareto was an Italian economist who died nearly a century ago. He developed a theory we commonly call the 80/20 rule. With the right priorities in place, 20% of our effort will get us 80% of the results we desire. With wrong priorities, approximately 80% of our effort will get us 20% of our desired results. In short, all tasks are not equally productive. This is another *Habitude* we call: Big Rocks First. With your to-do list in hand, always be sure you place important tasks at the beginning of your day. For me, once I do my "quick task," I usually move right into a big one that will take a while, such as preparing for an event or webinar. This is key to our mission and puts wheels in motion.

#### **8. Leave breadcrumbs for yourself.**

Have you ever been working on something and been interrupted or needed to research to finish a task, which caused you to lose track of where you were when you left off? It happens to me all the time. I've learned to leave "breadcrumbs" for myself so I can pick

back up where I left off when I return to my original project. I will start the next paragraph and scribble an idea or two, so I can pick right back up when writing. I will minimize docs, scribble on notepads, and put notes on my calendar.

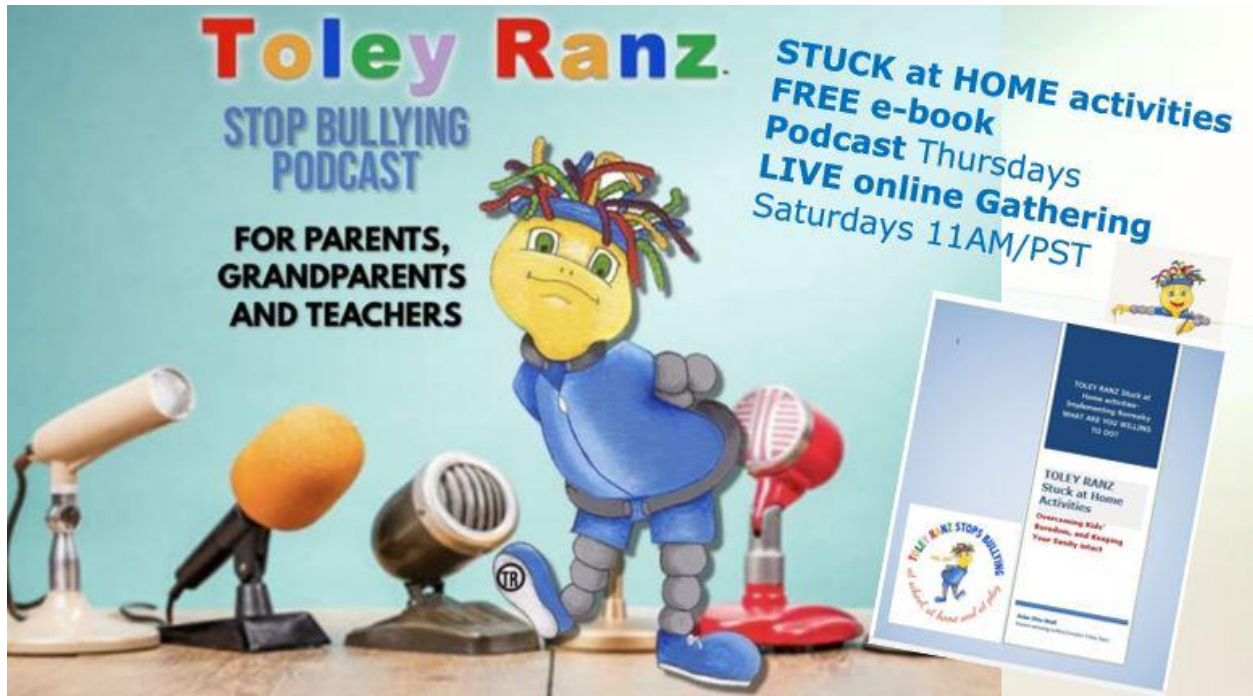
**9. Communicate your deep dives to those around you.**

Author Donald Miller taught me this idea. When you or your young people need a chunk of uninterrupted time, let others know ahead of time. In our office, we began putting signs up on our door that said, “Deep Dive,” letting everyone know to wait before interrupting the flow because the person inside was scuba diving deep into the ocean of their work. Let’s be honest. We avoid some tasks because they require a “deep dive,” and we know we won’t get uninterrupted time to do them—so we put them off. This idea could help.

**10. Come up with relevant rewards for each person.**

I’ve done this for years—for myself and my children. When you have a daunting (even intimidating) task to do, identify a reward you’d love to enjoy when you finish it. Have your young people come up with an appropriate prize they’d get if they complete a task. Then, hold each other accountable. Don’t let anyone enjoy the reward until they’re done. For me, it’s popcorn or watching a ballgame. Today, my wife finished her projects, and we went to Andy’s Frozen Custard to get a butter pecan concrete, extra nuts.

## **Kindness solves Problems**



Come **TOLEY RANZ** with us!

[www.Toleyranz.com](http://www.Toleyranz.com)