



Humor in the Workplace Worksheet

A worksheet for helping you find a way to add humor to your event, activity or email.

1. What is the activity that you would like to add humor to?

Examples: Presentation, Team Offsite, Monday Morning

2. What type of opportunity is the activity? (Circle One)

Communication

Relationship

Meeting

Work

Strategic Disengagement

3. Pick a humor idea from the *101 Ways to Create Humor* list, or brainstorm one of your own.

4. Apply the Humor Checklist:

- | | |
|---|--------------------------|
| a. Does it fit your medium? | <input type="checkbox"/> |
| b. Does it fit your audience? | <input type="checkbox"/> |
| c. Does it fit your purpose? | <input type="checkbox"/> |
| d. Does it pass the NY Times rule? | <input type="checkbox"/> |
| e. If there is a target, is it appropriate? | <input type="checkbox"/> |
| f. Does it make you smile? | <input type="checkbox"/> |

5. If yes to all of the above, Humor Away!

BONUS: Follow-up after the activity and see how well the humor worked.

What went well? _____

What would you do differently next time? _____
