FIKA FRIDAY

A little Friday tradition. A lot of possibility.

THE WORKPLACE CELEBRATION KIT

Everything you need to host a warm, welcoming 10–15 minute fika: a simple plan, invitations, conversation cards, playful votes and small ways to show appreciation.

1

PICK A TIME

Find a moment that works for your team.

2

SET THE SCENE

Coffee, tea, a welcoming space and a little care.

3

COME TOGETHER

Pause, talk, laugh and enjoy being human.

Ska vi fika?

Shall we have coffee together?

Your first Fika Friday

No special equipment, budget or expertise needed. Start small; make it yours.

THE EASY FORMULA *10–15 minutes + a welcoming spot + one good question*

BEFORE FRIDAY

Choose — Pick a time that suits your team. Offer another slot for shift workers.

Invite — Use the printable invitation. Everyone is welcome; joining is optional.

Prepare — Set out water, coffee or tea if available. Treats and decor are extras.

CREATE THE ATMOSPHERE

Cozy coffeehouse — Warm light, favorite mugs, flowers or a simple tablecloth.

Fun and festive — Colorful napkins, a playful Fika Vote, a little music.

Simple and calm — Quiet corner, comfortable seating, relaxed conversation.

A 15-MINUTE FIKA

0–3 min
ARRIVE

Get a drink, settle in.

3–12 min
CONNECT

Ask a question or try a vote.

12–15 min
CLOSE

Share thanks. See you next time.

A FIKA FOR EVERYONE

Participation is always optional. Nobody needs to buy, bring or share anything. Consider allergies, accessibility, quiet seating, remote teammates and coverage for people working different shifts. A kind word is enough.

You are invited!

Print, cut on the dotted line, and fill in the details.

FIKA FRIDAY

A little pause. Good company. You belong here.

DAY / DATE _____

TIME _____

PLACE _____

Come as you are. Bring a mug or a treat only if you wish. No purchase or contribution is expected.

Ska vi fika? — A workplace tradition of connection.

FIKA FRIDAY

A little pause. Good company. You belong here.

DAY / DATE _____

TIME _____

PLACE _____

Come as you are. Bring a mug or a treat only if you wish. No purchase or contribution is expected.

Ska vi fika? — A workplace tradition of connection.

WELCOME TO

FIKA FRIDAY

A moment to slow down, enjoy something good and connect with the people around us.

No agenda. No pressure. Just a little pause together.

Take a seat. Grab a cup. Start a conversation.

SKA VI FIKA?

FIKA PAUSE / THE PAUSE PRINCIPLE

Conversation cards

Cut out a few cards. One question is plenty for a short fika.

What is one small thing that made your week better?

What food or drink reminds you of home?

Where would you love to enjoy a coffee or tea?

What is a skill you wish you could learn?

What is a little tradition you look forward to?

What is your favorite way to recharge?

Who made you smile this week?

What should we try at our next fika?

Fika Vote cards

Lighthearted choices. No winners, no scorekeeping — just conversation.

FIKA VOTE

The perfect Friday treat?

- A Cinnamon roll
- B Chocolate cookie

FIKA VOTE

Best place for a fika?

- A Cozy café
- B Sunny garden

FIKA VOTE

Choose your cup.

- A Favorite mug
- B Fancy café cup

FIKA VOTE

Weekend mood?

- A Adventure
- B Slow morning

FIKA VOTE

A cozy afternoon?

- A Rainy day
- B Snowy day

FIKA VOTE

Snack table favorite?

- A Sweet
- B Savory

Give something good

Cut out a note. A few sincere words can make a day.

YOU MADE A DIFFERENCE

Thank you for...

From: _____

I NOTICED

Something I appreciate about you...

From: _____

A LITTLE ENCOURAGEMENT

You are really good at...

From: _____

THANK YOU

One thing you did that helped me...

From: _____

Kindness is an invitation, never an obligation. Notes may be given privately; no collecting, ranking or tracking.

Your first four Fridays

Start with one gathering. Build a tradition together.

01

THE FIRST FIKA

Welcome everyone. Keep it simple: drinks, a place to gather and one question.

QUESTION *What is one little thing that makes your day better?*

VOTE *Cinnamon roll or cardamom bun?*

02

SOMETHING TO SHARE

Share a favorite recipe, story or optional treat. No one needs to bring anything.

QUESTION *What is a food that reminds you of home?*

VOTE *Cookies or brownies?*

03

GIVE SOMETHING GOOD

Offer a kind word, a small note, attentive listening or a helpful gesture.

QUESTION *Who helped you feel appreciated recently?*

VOTE *A handwritten note or a spoken thank-you?*

04

MAKE IT OURS

Let the group choose a theme, time or new little tradition for next Friday.

QUESTION *What should we try at our next fika?*

VOTE *Sweet or savory?*

Keep participation voluntary. Adjust times and themes to suit different shifts, abilities and schedules.

A little atmosphere

Two half-page signs to display or place on a table.

HOW TO FIKA

01

PAUSE

Set aside a few minutes.

02

CONNECT

Say hello. Ask a question. Listen.

03

ENJOY

Sip, snack, laugh or simply be present.

GIVE SOMETHING GOOD

A kind word. A thoughtful note. A helping hand. A moment of attention.

Giving does not need to cost anything. You have something valuable to offer — and your worth never depends on what you give.

Connection is an invitation, never an obligation.