



from our Quick Tip Collection:

## 10 Small Ways to Improve Office Atmosphere

1. When you pass someone in the hall and say hello, look them in the eye and smile.
2. If you ask, “how are you?,” listen to the response (spoken and unspoken).
3. When you talk on the phone, smile. It can be heard.
4. When someone comes into your office or to your desk to ask for help, put your pen down, turn away from your computer screen or whatever you are doing and give undivided attention. If you can’t do this long enough to help the person with the problem, suggest a time when you can give undivided attention or suggest another source who can.
5. When you are meeting with someone, clear the space in front of you. That includes your cell phone and computer screen. Turn off buzzers, bells, whistles, etc.
6. Be a few minutes early to meetings so you can greet each person as they come in and/or be part of the pre-meeting chatter.
7. Send a note of thanks or congratulations to someone each week.
8. Invite someone you don’t know very well to get together for a chat (free). Or if funds allow, do it over coffee or lemonade or lunch.
9. Eat an apple every afternoon. It’s great energy and mood food. Better yet – bring in a bowl of apples so you can share.
10. Pass this list along to others. Not as a “hint” but as an “item of interest.”

Note: If you have questions or comments about any of these, visit the Quick List section of our website.

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