

HEALING WORDS IN THE WORKPLACE TOP TEN TIPS

- 1** Bite your tongue before you gossip; your tongue may hurt, but your colleagues and reputation won't.
- 2** Open communication creates a positive, productive work environment; lunch room gossip and rumors take it away.
- 3** Promote people's well-being and watch your workplace transform for the best.
- 4** Use your mouth and feet to stamp out gossip. Change the subject or just walk away if someone gossips...hey, isn't that my cell phone ringing?
- 5** Never say derogatory things about yourself; people might agree with you.
- 6** Humor is great but not at the expense of others; joking around usually comes around.
- 7** Give others the benefit of the doubt and they'll probably do the same for you.
- 8** E-mails, letters and pictures can come back to haunt you; communicating gossip through writing, verbal hints or body language is just as bad as saying it.
- 9** Never take a gossip's word as fact; there are always two or more sides to a story so check the facts for yourself.
- 10** A positive attitude is contagious; your colleagues and bosses respect a kind, respectful person and run from the opposite.