

### Mind Your Manners

Some rules of office etiquette simply are matters of common courtesy: Answer the telephone promptly when it rings; be polite, pleasant and courteous when answering the telephone and try to return phone calls in a timely manner. Practice tact and teamwork.

Try to avoid interrupting people at work. Be courteous of common space; clean up after using it.

Be mindful and respectful of others' time. Do not keep people waiting, or fail to show up for a scheduled meeting without advance notice. In other words, be reliable and punctual.

Try to display a positive attitude toward work and co-workers no matter how bad a day it may be. Remember: Co-workers are not punching bags.

### Cubicle crimes

It's important to respect co-workers' personal workspaces and to occupy one's own space in a way that does not offend. Avoid borrowing things from a co-worker's desk without first asking. Do not snoop into co-workers' cubicles or offices when walking by and never drop in without first saying hello and waiting to be invited.

Use good judgment when decorating an office or cubicle. Keep noise levels down when talking to others or listening to a personal desktop radio. Do not apply make-up at your desk.