

# **TIPS FOR CO-EXISTENCE IN THE WORK PLACE**

Imagine for just a bit what it would be like to operate in a work environment where everything and everyone were perfect. All work would be completed precisely on time; supervisors and employee alike, would get along in love and perfect harmony - that is, no one ever quarrelled or argued; everyone thought kindly of each other, no one sort his or her own gain, in other words, each person looked out for the other - and to top it off, conflicts and disagreements "bad-talking" would never be heard of, in this perfect environment. Can you envision such a heavenly paradise?

Unfortunately however, because we are all uniquely created by God, we inevitably share different views, personalities and perception which in reality often lead to conflict of agreement. Following are some recommendation to prevent conflicts at the work place -

## **1. KEEP STILL YOUR TONGUE**

How you say something counts for far more than what you say. How many times have you been chastised on the job by your supervisor, and you walked away angry because of the tone of voice used? When confronted with a difficult situation, always say less than you think. Curbing your tongue in a stressful situation will be more likely to create fewer stressful situations because how you handle yourself in a crisis will give others confidence in you and in their ability to bring problems and issues to your attention.

## **2. TAKE CARE OF WHAT YOU PROMISE TO OTHERS**

If you intend to make promises, you had better be prepared to keep them, no matter what the cost. The easiest way to lose the respect of others is by guaranteeing things that you are either unable or unwilling to deliver. When you tell someone that you intend to do something, it is your responsibility to see to it that you follow through. Others will note an irresponsible attitude and be wary of approaching you on any level in the future if you continually break your promises.

## **3. BE KIND AND ENCOURAGING TO OTHERS**

Never let an opportunity to show kindness or encouragement to others pass you by. Praise good work, regardless of who did it. Sometimes you can turn even the most hardened of your fellow workers into real softies once they realize that you are not afraid to compliment them or give encouraging words, despite how they may perceive you ordinarily. At the same time, when giving criticism, do it helpfully and gently, never spitefully. Show concern for another's feelings and well being. You will benefit greatly from even the smallest kindness shown.

## **4. PAY NO ATTENTION TO WHAT OTHERS SAY ABOUT YOU**

Remember, the person making snide or rude comments about you may not be well informed. Live in such a way that what is said about you cannot be taken to heart. Let your own actions determine how others see you, and that they will not believe the negative things said.

## **5. BE CHEERFUL**

We all carry a load of some sort, and although the old saying "misery loves company" is still widely held up as truth, keep in mind that making others miserable is truly a dis-service. Don't dwell on your minor aches and pains and small disappointments. Maintaining a cheerful attitude at all times will not only make others more comfortable in your presence, but you will feel better as well.

## **6. KEEP AN OPEN MIND**

Don't let yourself get into arguments. Discuss things with people rather than argue. Being disagreeable is likely to put others off; they will much prefer to deal with those who have a calm and reasoned approach. When confronted with a situation that you either disapprove of, or dislike, keep this in mind: it is the mark of a superior mind that can disagree without being disagreeable.

## **7. BE MINDFUL OF ONLY YOUR OWN VICIES AND VIRTUES**

Refuse to discuss others' vices or problems. Don't allow gossip to rule your life. Tearing down another to prop yourself up is an extraordinary waste of time; furthermore, it can be very destructive. Especially in the workplace, morale is vitally important. When we lift our voices against others we open ourselves to the thought, "I wonder what they say about me behind my back!"