

How's Work?



Evantz Saint-Gerard
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Hello Long Island. I'd like to talk about a place where most of us spend a majority of our days, the office. I'm pretty sure most of you have

had some experience working in this sort of environment. Here are a few helpful suggestions that I hope will benefit you.

Firstly I'd suggest that when you get to work, assess what you need to accomplish today. Be sure to allocate your time wisely so as to ensure each task's completion.

Take pride in your work. You should always give your all in everything you do.

Respect is a two way street. In order for you to receive it, you have to know how to give it as well.

Never be ashamed to ask for help. Sometimes you need another pair of eyes to point you in the right direction.

If there's a problem, try and work it out rationally. Arguing back and forth never really solves anything. The parties involved are too busy yelling at one another and miss each other's point. Talking things out, compromising and listening is how you'll get things working.

Many misunderstandings can be avoided by keeping the lines of communications between your coworkers and your management open. Everyone should be on the same page. Keep everyone informed of what's going on in the office.

Take initiative. If you see something that needs to be done in your office that will help out your team, just do it, whether it's changing the empty water bottle in the water cooler, ordering supplies when they're almost out, putting more paper in the copier or cleaning out the office fridge. If everyone on your team is pitching in, I believe a lot more can be accomplished.

If you can help someone with their work load when they are swamped, do it. Hopefully they will return the favor.

If you're in the position of leadership, these next tips are for you.

Lead by example. I personally appreciate it when management can roll up their sleeves and help out.

Take the time to really listen to your employees' views and opinions. Your employees are in the office most of the day, so who better to give you important information regarding the daily operations and how things could be improved to make their jobs a little easier.

Be hands on with your team but also allow them their space to work comfortably.

Start using these 2 little phrases more often, "*Thank you for all of your help*" and "*You did a great job*". Trust me when I tell you they go a long way. It feels mighty good to know that you are appreciated.

I hope some of what I shared with you will be beneficial to your office environment. Best of luck and see you next time.

Evantz "Evans" Saint-Gerard
Event Coordinator & Business Development
Nationwide Equities Corp.
(917) 975-5985