

Workplace respect during challenging times



During uncertain times when opinions differ, it can be a challenge to stay focused on work and maintain positive interactions with your colleagues, whether in-person or remotely. But no matter how difficult it may feel, these tips can help foster mutual respect for your coworkers.

- **Stay positive** by remembering that disagreements are often a result of varying backgrounds, experiences, and what we've learned and believe.
- **Be a good role model.** Treat others the way you would want to be treated.
- **Try not to interrupt.** Truly listen, and give the other person the attention you would like to have.
- **Use "I" statements to express your views** and avoid blaming the other person or "side."
- **Limit strong conversations in the work-related interactions** where heated debate can lead to unnecessary conflicts. Sometimes it's best to give a polite reply and leave the discussion.
- **Breathe deep to "buy time" so you can act thoughtfully and not just react.** Count to 10 to gather your thoughts before responding.
- **Take the high road** and be part of the solution instead of fueling a problem. Channel your strong convictions into volunteering, becoming more motivated and making a positive difference.

Remember, it can be impossible to rewind when you say something, do something, and/or email comments that can create discord.



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