

WORKPLACE COMMANDMENTS

Getting along with one another is critical to the success of any operation or organization – be it the military, a civic club, the church or a business. It is definitely true for Life Care, Century Park and Life Care at Home. In fact, we cannot deliver the care that our residents need and deserve if we don't care about one another.

Recently, I ran across an article entitled *Ten Commandments of Harmonious Employee (in our case, Associate) Relationships*. Its author is not named, but the principles listed are true and applicable. Here they are:

1. Don't forget to say hello. Few things make co-workers feel as wanted and happy as a cheerful, sincere greeting.
2. Smile. It takes only four muscles, but the lift it provides others can be massive.
3. Call people by their names – their correct names. It makes them feel valued.
4. Offer to help. It may be just the thing someone needs to keep from being overwhelmed or discouraged.
5. Make eye contact. Don't be too busy to look at colleagues, not beyond them to your next task or destination.
6. Be generous with praise, cautious with criticism.
7. Be public with praise, private with criticism.
8. Be considerate and wise during disagreements. There are often three sides to an argument: your side, your adversary's side, and the right side.
9. When in doubt as to whether you should say something, DON'T. There is probably a good reason for your hesitation.
10. Have a sense of humor. It's the safety valve that keeps work from being a dangerous pressure cooker.

If thou keepest these commandments, then shalt thou be blessed in thy office, blessed in thy hallway, blessed in thy break room, blessed even – yea and lo! – in thy parking lot.

Pleasant words are as a honeycomb, sweet to the soul, and health to the bones.
Proverbs 16:24

--Beecher Hunter