

## ABC's Of Office Humanity

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Practicing 'Office Humanity' means practicing the art of showing the people who work with and around you that you have a mastery of the feelings and emotions that contributing positively to productivity and morale. As human beings, we have a wide range of emotions and feeling at our disposal that we can display. And for various reasons, the emotions and feelings that are usually displayed are the negative ones that tend to sting, hurt, and offend. Negative feelings and emotions work quickly to limit productivity and destroy morale in the workplace, and coincidentally, quickly prove just how human we are not.

*ABC's Of Office Humanity* is a listing of 26 emotions and feelings you should be working harder to display in the workplace. They are listed in alphabetical order, not by importance:

**A-CHIEVABLE:** Company initiatives are achievable! Personal goals are achievable! Show those that you work with that you are actually down with the game plan, and definitely completely behind the boss or supervisor put in charge of leading the charge.

**B-OLD:** Make a statement and make sure that everyone knows it. Be bold in your actions without being arrogant or obnoxious. Show the office that you've got the guts play big, and people will look to you when they need someone with the confidence to take action.

**C-HARISMATIC:** Charisma is more than just a word you vaguely remember from playing *Dungeons & Dragons* in the 80's. It's the personal attractiveness or magnetism that you possess that enables you to influence others around you. Okay, so it is kind of like D&D, without the funny dice. Raise your charisma, and raise your influence around the office.

**D-OABLE:** Focus on tasks that can be completed within a reasonable amount of time with a reasonable amount of effort. The more tasks you work on daily that are actually doable, the more tasks you should be able to complete and mark off your tasks lists.

**E-XCEPTIONAL:** All of you work should be exceptional, including the most boring and mundane chores on your to-do list. Remember that kid in grade school who had to ace every quiz and turn in every extra credit assignment? Yes, you need to emulate that kid. With a lot more tack in your approach, but with just as much enthusiasm, if not more.

**F-IRM:** You've got to the stick to your guns and not be pushed around because of office policies or politics. Flexibility is another 'F' that is important in the practice of 'Office Humanity,' but the ability to know when to stand firm and when not to bend, especially when ethics and possible legal issues are involved, is a must.

**G-LAD:** Be glad you work with the greatest stable of talent HR could assemble, or be glad that after 8 hours, you don't have to see them again for at least 16 hours. Be glad that you are working for one of the finest business in the world, or be glad that at least your paycheck hasn't bounced--yet. Just be glad to be there, or gladly find your way to be somewhere else.

**H-ELPFUL:** You could be doing a great job of earning your keep at the office, but are you actually being helpful to colleges and coworkers? Just getting 'your job' done is not going to ultimately get the job done. Look for ways to help others with their work and you'll find it's a whole lot easier to get your work done as others return the favor.

I-NTELLIGENT: It's easy to play dumb. It takes talent to consistently overachieve so that your intelligence isn't questioned. It takes real courage to offer up yourself and ideas for possible ridicule and disapproval. Your ego may be fragile, but keep your integrity intact. Always offer intelligent answers and solutions, despite whatever perceived risk you're facing.

J-OYFUL: There may not be a song in your heart for getting your performance reports turned in with a tight deadline, but try to find some joy in your work anyway. Even if you have to fake it, it is much easier to get through the doldrums of a work day if you can be joyful about being there. And you could be just the spark to cheer up a co-worker who is down in the dumps.

K-IND: Compassion is a characteristic that is losing prominence in our society, and being driven away like an infestation of pests in the workplace. It's almost like it not profitable and not businesslike to show kindness to others while on the job. Competition can be ruthless, but you don't have to be.

L-AUGHING: Crack a smile and show that you have a healthy sense of humor, and watch how easily you will gain the power to disarm just about any stressful situation. There is a reason why the class clown could gain everyone's attention. Harness that power for the right occasions.

M-EANINGFUL: Every job may not offer a life altering experience, but considering you get paid for providing some sort of result, make sure the job has some meaning that is important. If you are involved in management, ensure your employees that what they are doing means a great deal, even if it isn't seen directly in a spreadsheet.

N-OTICEABLE: Success and promotion does not come from working in isolation or in a vacuum. Doing work that's just good enough to not garner anyone's attention isn't worth it. Put forth good effort, and make sure everyone know you've put forth good effort. Your work should have your signature all over it.

O-PEN-MINDED: You need access fresh ideas and fresh opinions in order to learn and grow. Therefore, it can not always be your way. Allow others the chance to show how much input they can give to a situation.

P-RIDE: You do great work. You have no reason to be shy about it. You have every right to shout the virtues of your greatness from the mountaintops. Just remember that you will still have to deal with everyone around you who had to listen to whatever tirade you decided to put on. Be proud, and even a little bold in celebrating your success at work. Just be careful how close you come to bragging.

Q-UIZZICAL: The best way to show a person that you are intently listening to them is to ask questions about what they are saying. This is not the same as questioning the logic and soundness of what they are saying. This is asking solid and relevant questions to help you understand what is being said to you. You might even open up an undiscovered flaw that can be address before they have to present to someone with the actual authority to question the logic and soundness.

R-ADICAL: Innovation comes from change, but innovators aren't the type of people who change because it is forced upon them. Innovators take chances well before they are necessary, and sometimes even ready for public consumption. Radical though and proposals are far from guaranteed, but taking a step away from the comfortable will put you in a frame of mind that is more conducive for the attempt to meet new and undiscovered needs. Radical thought is tool for the innovators.

**S-TOIC:** The dictionary definition of stoic is 'one who is seemingly indifferent to or unaffected by joy, grief, pleasure, or pain.' This is a good stance to take on as you go through the day to day grind of business. Don't be a person who lets the highs get them too high or the lows get them too low. The ability to maintain temperance and an even keel in the midst of business chaos and success is a rare trait.

**T-EACHABLE:** Class is always in session. The key to your advancement is the ability to become sponge like when exposed to greater knowledge. There is no reason to pretend like you know everything, even if you are the authority in charge. Many of the most impressive and most dire moments you will experience are merely teachable moments that will prepare you for future challenges. Be prepared for them.

**U-SEFUL:** As rude as it may be to say, there are plenty of useless individuals inhabiting our workplaces. The worst thing you can do is to use that as an excuse to justify becoming another one of them. Work hard to reinforce to all whom you come into contact with throughout your workday that your status as an asset is completely locked in.

**V-ERSATILE:** After using 'F' to cover 'FIRM,' we'll take advantage of 'V' to cover the idea of being flexible, using the synonym 'VERSATILE.' Think of yourself as becoming the Swiss Army Knife of the workplace, gaining enough knowledge and skills to help out in various departments whenever a need arises. Heed an early warning to not become known as a 'jack of all trades,' because you could be seen as someone not focused enough for progression. But if you're currently not progressing, showing just how diversified your skill sets are could be the perfect way to showcase yourself for a different department that will allow you to progress.

**W-ITNESS:** Be aware of what is going on around you and prepare to bear witness to the good that surrounds you. Don't ignore what you see that is bad or undesirable, but celebrate and exonerate the positive actions that you do see. In some situations, kudos from one's peers may be more valuable than kudos from the bosses. Kudos from peers may even be the only praise giving in a workplace. Show your coworkers that there is someone who cares.

**X-TRA MILE:** A person who is willing to go the extra mile will always find a way to outshine his competition. It is by far the most effective tactic to combat business opposition that may be blessed with more talent or resources than you may have. The ability and willingness to go above and beyond will always make a difference. But don't assume that ability and willingness will be possessed by all who attempt to go the extra mile.

**Y-OUTH:** Whether you currently possess the blessing of actual youth by age, or you are forced to contend with just being 'young-at-heart,' the ability to see a problem without the fog of doubt or assumed wisdom is an asset that you will learn to covet more and more as your years at work and on the planet stretch longer and longer. When you don't know any better, you don't focus on what you think could be possible. You just assume whatever visions you can see can become a concept or product. You just need enough time and effort for it to become a reality. And the young always assume they have plenty of time.

**Z-EAL:** Not a word that you may normally use, but you should quickly add it to your vocabulary. Having a passion for what you are doing, and being able to keep doing it with a consistent amount of intensity is extremely rare. If you have this ability, you are essentially obligated to show it and share it. Know that it won't be easy to keep up your intensity on your own, but the zest you show for your work is contagious. As others around you are picking it up their pace, they'll become the perfect peer group to keep you motivated, and keep the overall zest going, and growing.