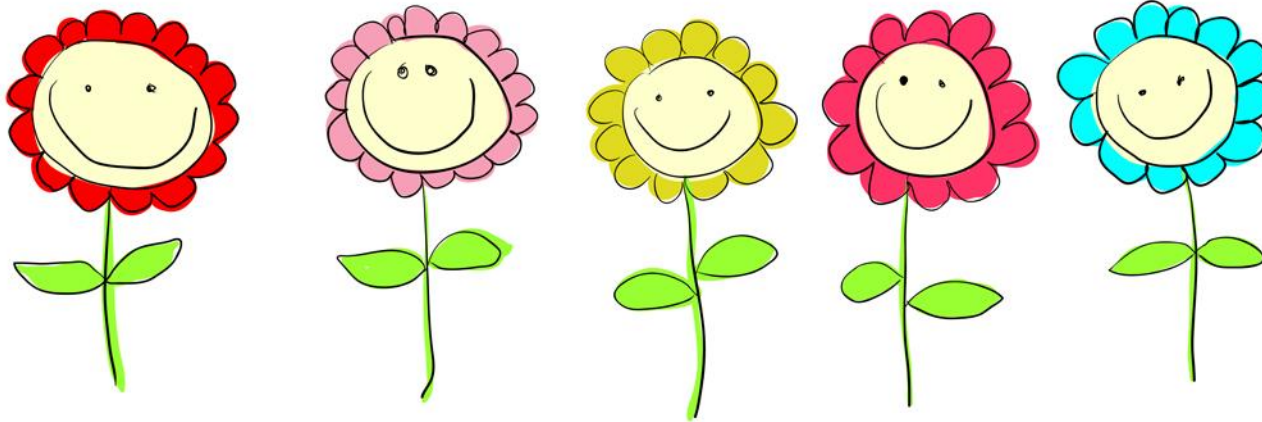


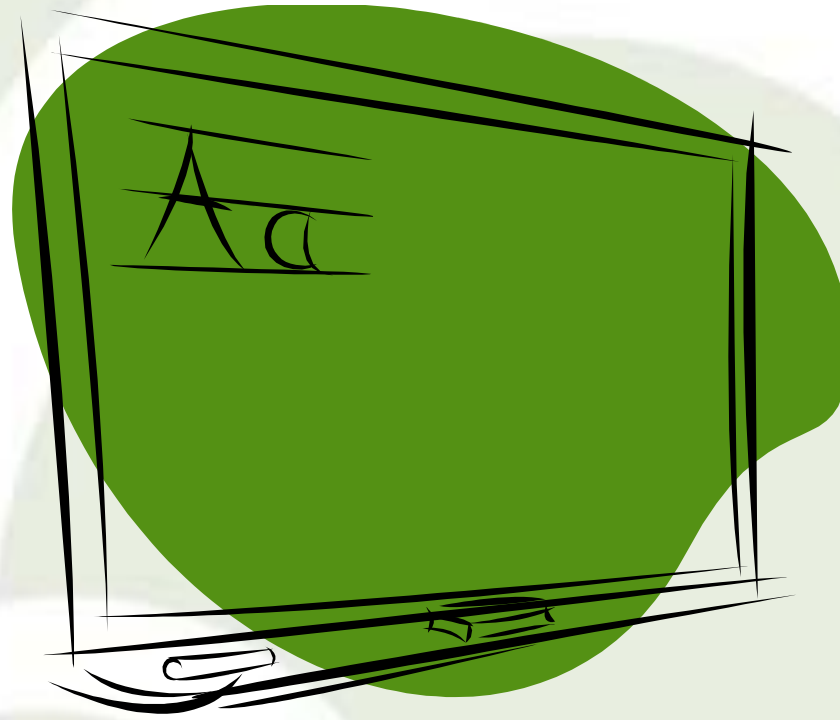
Office Etiquette

Cubing at LCLS



Improving the good life

“Our office has always been friendly and ‘like family’, we don’t want ‘that’ to change— just improve”—Survey suggestion.



All I Really Need to Know I Learned in Kindergarten*

Basic tenets to successful living by Robert Fulghum

***Published by Villard Books, Copyright 1988.**

“Share everything.

Play fair.

Don’t hit people.”

Robert Fulghum’s credo to live a meaningful life.

“Put things back where you found them.

Clean up your own mess.

Don’t take things that aren’t yours.”

Robert Fulghum’s credo to live a meaningful life.

“Say you ‘re sorry when you hurt somebody.

Wash your hands before you eat.

Flush.

Warm cookies and cold milk are good for you.”

Robert Fulghum’s credo to live a meaningful life.

“Live a balanced life

**Learn some
Think some
Draw
Paint**

**Sing
Dance
Play
Work**

every day some”

Robert Fulghum’s credo to live a meaningful life.

“Take a nap every afternoon.

**When you go out into the world,
Watch for traffic,
Hold hands, and,
Stick together”**

Robert Fulghum’s credo to live a meaningful life.

“Be aware of wonder.

**Remember the little seed in the
Styrofoam cup:**

**The roots go down and the plant
goes up and nobody really knows
how or why,**

but we are all like that.”

Robert Fulghum’s credo to live a meaningful life.

“Goldfish and hamsters and white mice and even the little seed in the Styrofoam cup— they all die.

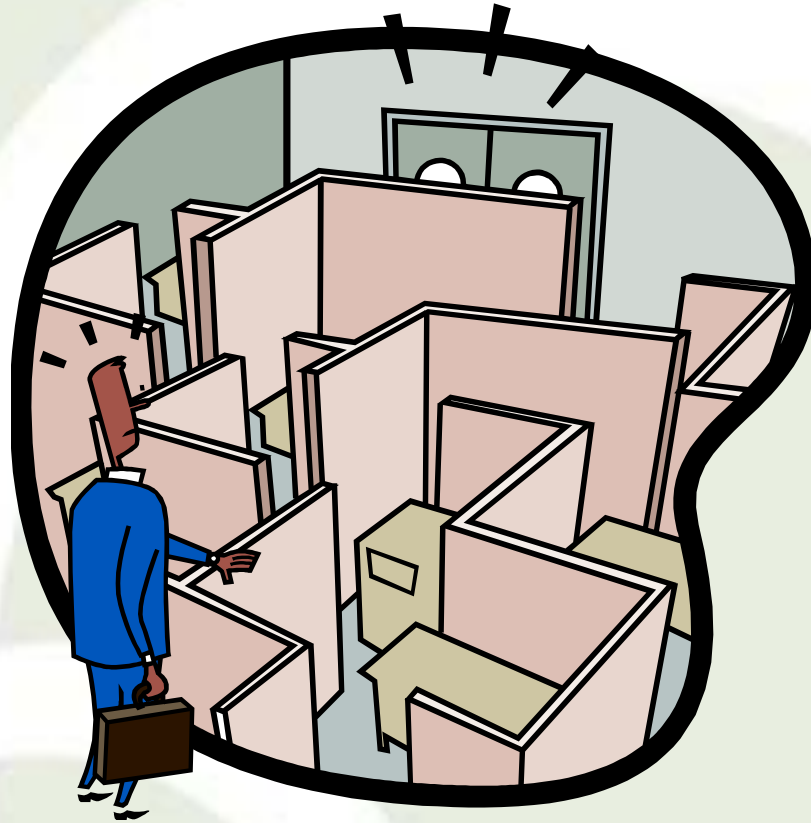
So do we.”

Robert Fulghum’s credo to live a meaningful life.

**“And then remember the Dick-and-Jane books
and the first word you learned—the biggest
word of all—**

LOOK.”

Robert Fulghum’s credo to live a meaningful life.



Living the Cube Life

This is to make life easier during working hours.



Keep noise to a minimum

This is known as "sound courtesy."



Keep voices low.

Everyone! A whisper goes a long way.



Take cell phone with you

So it doesn't ring (forever) in your absence



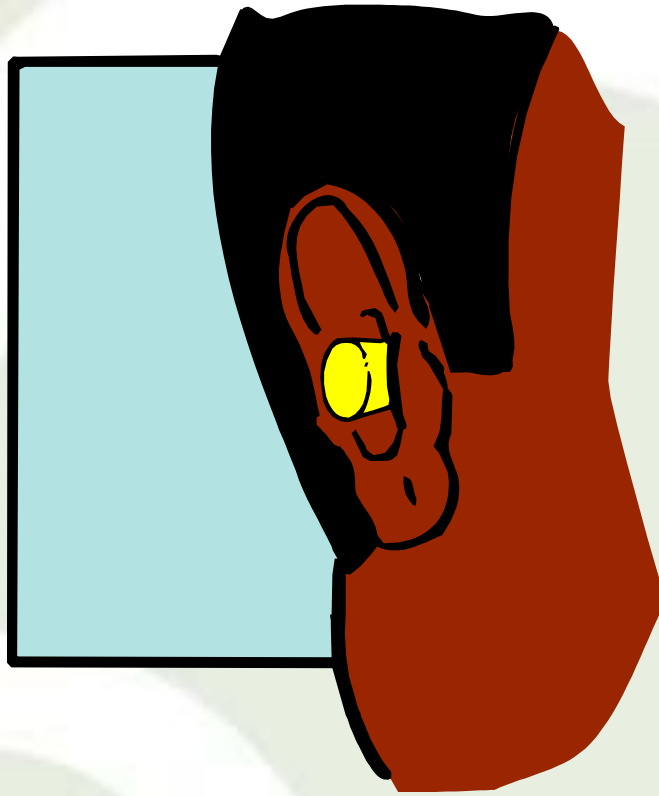
Rig cell phone for silent running

Set cell phone to vibrate so that others don't start singing your theme.



Use headphones for your listening enjoyment

Just rock in your own world.



Rock in your own world, but visit us, too.

Unplug, look up, greet, ...someone may want to converse with you.



Practice selective hearing loss.

Private cube conversations are just not possible.



Don't shout across the cubes

Walk over and talk to someone.



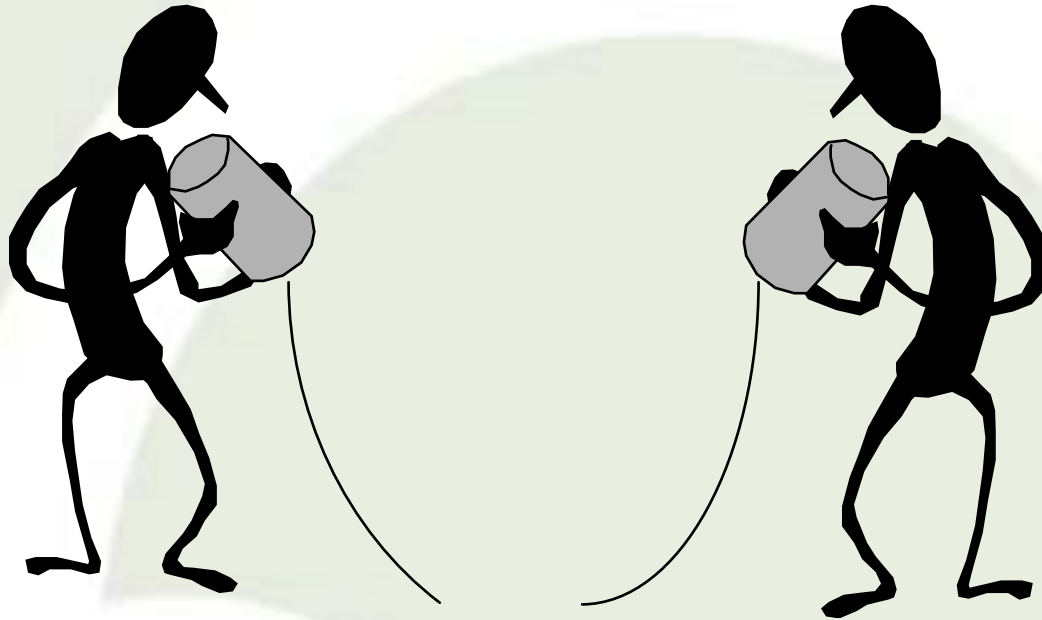
Use non-cubical locations for meetings

Head for a room for private conversation, collaboration, traditional meetings.



Guide members to a private space for talks

Help boisterous members avoid distracting the cube activities.



Respect working time.

Keep interruptions to a minimum.



Keep food odors under control

Potent odors trigger snack attacks in others...help your neighbor stick to his diet.



Lighten the fragrances!

Allergies can be sparked when encountering fragrances, colognes, perfume, lotions, aftershave, etc.



Consider other's communication / work style

Communicate using the most appropriate method: telephone, email, brief IM chats, visit ...



Breakup your conversation activity

Give your co-workers a break...when your communication style is to be always going. Stop. Take a breath. Enjoy the silence. Your co-workers will thank you for it.



Stay home to recuperate.

Germs, like noise and odors, respect no cubicle boundaries.



KP Duty, etc., etc., etc.

This is to make life easier during break hours.



Each does KP

Police the area

Load the dishwasher

Wipe the counter

Turn off the coffee pot

Put stuff away

Check supplies

You know the drill!



The Fridge Rules

Toss the old stuff.

Label your stuff.

Leave space for other's stuff.

Use the 2nd floor freezer for long term stuff.

Put the short stuff on short shelves.

On Fridays, toss the old stuff.



The End

**Coming together is a beginning.
Keeping together is progress.
Working together is success.
-- Henry Ford**

The Credits

Committee:

**Sarah Heuertz
Sherry Highley
Julia Pernicka**

Based on Martin, Christine. "Cubicle Etiquette, or How to Survive Life in a Cube". ALA-APA 5.9 (Sept. 2008).