

**It's ok to.....**

- say "I don't know"**
- ask for more clarity**
- stay at home when you feel ill**
- say you don't understand**
- ask what acronyms stand for**
- forget things**
- say "Show me where it says that in policy"**
- introduce yourself**
- depend on the team**
- ask for help**
- not know everything**
- have quiet days**
- have loud days, to talk, joke and laugh**
- put your headphones on**
- say "No" when you're too busy**
- make mistakes**
- sing**
- sigh**
- not check your email out of hours**
- not check your email constantly during hours**
- just Slack it**
- walk over and ask someone face-to-face**
- go somewhere else to concentrate**
- offer feedback on other people's work**
- challenge things your not comfortable with**
- say yes when anyone does a coffee run**
- prefer tea**
- snack**
- have a messy desk**
- have a tidy desk**
- work how you like to work**
- ask the management to fix it**
- have off-days**
- have days off**