

## A good Co-worker should do...

Unknown words: span, mindful, cognizant,

Being a good office mate can help you to create meaningful friendships, basically good work relationships make you a better employee. First, be approachable. Try to spent time with your office mate, for example during the lunch hour go and have lunch together. Second, be considerate. Take into consideration the time of others when planning meetings, projects or promises to clients and also be aware of workplace habits, for example try to speak soft if your co-worker prefer silence. Third, ask more than work. Show interest in the life of your co-worker ask about their live out of the office, if you do it you will create a stronger and more trusting bond. Fourth, ask their opinion, most of the time, a second opinion can shed light on something you may have missed or something you could add. Fifth, return correspondence quickly, people always appreciate it and you'll be known as someone reliable and approachable. Usually it is frustrating when you have to wait for someone work before you can move forward in your project. Seventh, build others up, give compliments and appreciation, recognize when someone goes above and beyond.

I think it is important to apply the most of those advices because they will motivate your coworkers and it will show you as a trusting person. It also will create a better labor environment, as you will be known as someone reliable and approachable.

### References

Pomineau, Lauren. How to be a good Co-worker. Jobs IEEE. Available at:  
<http://jobs.ieee.org/jobs/content/How-to-be-a-Good-Coworker-2017-10-03>