

'Business Transformation Group says'

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

ask why, and why not

forget things

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 are 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 you're 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

wear shorts

care about each other

borrow things like this from @gdsteam

