

# It's ok to...

1. say "**I don't know**"
2. **ask** for more clarity
3. stay at **home** when you feel ill
4. say you don't **understand**
5. **ask** what acronyms stand for
6. ask **why**, and why not
7. **forget** things
8. **introduce** yourself
9. **depend** on the team
10. **ask** for help
11. not know **everything**
12. have **quiet** days
13. have **loud** days, to talk, joke and laugh
14. put your **headphones** on
15. say "**No**" when you're too busy
16. make **mistakes**
17. **sing**
18. **sigh**
19. not check your **email** out of office
20. **not** check your email constantly during hours
21. use **Skype**, Slack etc. instead of email
22. **walk** over and talk to someone face to face
23. **go** somewhere else to concentrate
24. offer **feedback** on other people's work
25. **challenge** things you're not comfortable with
26. say yes when anyone does a **coffee** run
27. **prefer** tea
28. **snack**
29. have a **messy** desk
30. have a **tidy** desk
31. **work** how you like to work
32. ask the management to **fix** it
33. have **off-days**
34. have days **off**



# ...in this office