

TIP #
1

Sweat the small stuff.

It's often the small things, such as being kind and courteous, that make a difference.

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TIP #
2

Smile.

A smile can be contagious.

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TIP #
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Be considerate.

Your words and actions affect others.

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Say "Hello."

You could make someone's day.

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Say "Thank you."

Gratitude is a gift that's never too small to give.

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Reinvent the wheel.

Do something that hasn't already been done.

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Be open.

Try to experience new thoughts and ideas as learning opportunities.

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Be flexible.

Things don't always go as planned. Adapt to changing conditions when necessary.

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Join the team.

Do your part to support teamwork.

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Be a relationship builder.

Seek ways to expand your network.

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TIP #
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Treat others the way *they* want to be treated.

*Find out what **respect** means to others.*

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Be culturally competent.

Differences are barriers only if we allow them to be.

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TIP #
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Break the ice.

Start a conversation with someone new.

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Demonstrate mutual respect.

Inclusion means being respectful regardless of position or title.

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Ask.

It's okay to ask when you're not sure.

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Find common ground.

Discover what you have in common.

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TIP #
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Communicate respectfully.

It's not just what you say, but how you say it.

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TIP #
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Practice patience.

Take time to get the full story.

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TIP #
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Seek understanding.

It's better to not fully understand than to fully misunderstand.

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TIP #
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Share your point of view.

Everyone has a perspective. Let others benefit from yours.

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TIP #
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Get someone else's point of view.

After sharing your perspective, give others a chance to share theirs.

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Lead the way.

Let your inclusive behavior light a path for others.

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Do the right thing.

Be fair.

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Listen.

People feel respected when they know you're listening to their point of view.

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TIP #
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Remember, we all make mistakes.

Resist the urge to point out the ones others made.

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TIP #
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Get involved.

*Make a difference.
Get caught being good.*

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Become a mentor.

You—yes, you—can help others realize their potential.

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Take a healthy step.

Do something good for your health and encourage a friend to join you.

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TIP #
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Lend a hand.

A little help can go a long way.

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TIP #
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Be a champion of dignity and respect

Encourage others to do the same.

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