



# The key to sharing workspaces? Respect!

## Your Employee Assistance Program (EAP) offers useful advice

For a business or organization to do well, everyone has to work together as a team. But what if you're all in the same *workspace* together? Is it a challenge to stay friendly and productive when you share close quarters? The key is to respect each other's personal space — and to respect when your co-workers need a little quiet time to get their job done. Your Employee Assistance Program (EAP) can help you with pointers on understanding personal space and ideas for forming healthy work relationships.

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- *Respect in the workplace*: how to keep things civil
- *10 ways to improve corporate culture*
- *Nonverbal communication*: what you're saying without speaking
- *Office etiquette*: manners make a difference

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