



How to **WORK** together



Basic Rules of Engagement in our Relationships

LISTEN

Listen closely and carefully

RESPECT

Show respect, Respect Each Other (do what you say you will do), Respect Yourself (always maintain integrity), Give "I won't let you down" Service, Trust your teammates' intention

EXPRESS

Express your differing view lovingly, Celebrate each other's strengths and humanity, Focus on positive energy ALWAYS

Be Impeccable With Your Word

Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.

Don't Take Anything Personally

Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.

Observe the Four Agreements

Don't Make Assumptions

Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama. With just this one agreement, you can completely transform your life.

Always Do Your Best

Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best and you will avoid self-judgment, self-abuse and regret.

A Protocol for calibrating your presence in a Meeting

Introduce yourself and how you are doing...



A Caution: Do not break trust

- When trust is broken . . . We move to survival mode
- When we are in survival mode . . . We give up our values
- When we give up our values we feel unsafe and we cause others to feel unsafe and insecure
- When we feel unsafe and insecure we withdraw our valuable investments of time, energy and money

Source :

<http://bertstitt.com/download/Principles%20for%20Working%20Together.pdf>

BUSINESS PLANNING DURING SUMMER VACATION SEASON

“There is virtue in work and there is virtue in rest. Use both and overlook neither.” — Alan Cohen

The rush to make summer plans starts much earlier than this time in the season, but July and August are usually the months when those plans are realized and when you start feeling the effects of short-staff. But even though coordinating summer vacations is no walk in the park, employers still need to encourage employees to take their vacation and unplug from work. This is an important step in supporting employee’s work/life balance while maintaining high workplace morale. Rest assured that with some preparation and policies in place, you can ensure summer vacations don’t negatively impact your business, especially if summer is a high season for you. Here are a few tips from us:



1. Have a clear vacation policy and communicate it well.

This is key. Letting your workers know when are the preferred times to take vacation is important. Also ensuring that you have a fair system of booking holidays is paramount. There’s nothing worse than a denied leave request because it can sap employee morale. And since your business has demands that you need to keep up with, having a policy that makes things clear right off the bat ensures that this kind of scenario doesn’t happen.

2. Create a shared calendar with booked vacations.

A communal calendar where employees can see each other’s absences is helpful in ensuring that they can step up during times others are out, and vice-versa. This culture of trust and ability to depend on others is a sign of healthy work relationships. Not to mention, it makes your job as a manager much easier when employees cover for each other.

3. Train employees to be able to handle various tasks.

It is fundamental to ensure your workers are trained to cover for others. This means that if a key person leaves for their vacation, you will not be left stranded. A workforce with versatile skills also guarantees your business continuity and mitigates the risk to your operations.

4. Implement a checklist of pending tasks before someone leaves for vacation.

Anticipating problems before they happen and making a list of things to be on the lookout for before the employee leaves for their vacation ensures that you can allow them to unplug. Unless an emergency happens, having a checklist in place can ensure that business is taken care of while your employee enjoys their well-earned break.

5. Set up a process to brief employees upon return.

Getting back to work after summer vacations is not easy. Have a process, however small, to inform returnees and help them get back into the flow of things.

Created by the IPS Business Owner Success School (BOSS) 



Guarantee your liquidity within 8 business hours