HOLIDAY ETIQUETTE TIPS IN THE WORKPLACE

Show appreciation. As always, we should feel thankful for our work environment and people we work with. The holiday season is the perfect time to show such appreciation — be sure to say thank you to your supervisor, co-workers, customers, and vendors and let them know how much you appreciate working and collaborating with them.

Be mindful of workplace holiday culture and respect different holiday traditions. Every organization or department has its own workplace holiday culture; in some workplaces, the holiday celebration is more prominent and important in comparison to others. The holiday decoration of your workspace should match the general tone of holiday culture of your office. If your workplace is accustomed to gift giving/exchanging, you should keep it reasonable, in a way that does not cause a financial burden for you or others. Be sure to find out the rules and the price range for gift exchanging before hand. Also, it is crucial to be considerate of your co-workers’ holiday traditions since not everyone celebrates the same holidays, and not everyone celebrates in the same way. Create an inclusive environment with your co-workers during the holidays so that everyone feels comfortable during this special time of the year.

Plan ahead. If you are planning to have time-off around the holiday season, ask for them well in advance or as soon as you are aware of your plans. It will make it easier for your supervisor and co-workers to coordinate their schedules and arrange for coverage as necessary.
Office holiday parties. The office holiday party is a great occasion to informally interact with your co-workers and get to know them better. It also provides an opportunity for you and your co-workers to celebrate as a team all the work completed and goals achieved this year.

Don’t lose track of work priorities. Don’t let the holiday bliss and celebration distract you too much and let yourself fall behind on work priorities. Plan ahead for your schedules and projects so that you have enough time to finish all the assigned work tasks and demands. As people generally take time off around the holidays, you have to be mindful of others’ schedules and allow extra time if your work relies on assistance from others.

We’d like to hear from you! Please visit the following survey link to provide us with valuable feedback on our bulletins: https://www.surveymonkey.com/r/7XLFCNP.