

# 30 Tips of Dignity & Respect

## Practice *the* TIPS!

Sometimes it's the smallest things that have the biggest impact. By practicing the 30 Tips of Dignity & Respect every day, each of us can make our organization a better place for ALL to work—with ALL of our differences.

<p><b>TIP 1</b> <b>Start with you.</b></p> <p>Reflect on how you see others, and how others see you.</p>	<p><b>TIP 2</b> <b>Sweat the Small Stuff.</b></p> <p>It's often the small things, such as being kind and courteous, that make a difference.</p>	<p><b>TIP 3</b> <b>Smile.</b></p> <p>A smile can be contagious.</p>	<p><b>TIP 4</b> <b>Say "Hello."</b></p> <p>You could make someone's day.</p>	<p><b>TIP 5</b> <b>Say "Thank you."</b></p> <p>Gratitude is a gift that's never too small to give.</p>	<p><b>TIP 6</b> <b>Build cultural awareness.</b></p> <p>Differences are barriers only if we allow them to be.</p>
<p><b>TIP 7</b> <b>Treat others the way they want to be treated.</b></p> <p>Find out what respect means to others.</p>	<p><b>TIP 8</b> <b>Make a new friend.</b></p> <p>Start a conversation and learn something new.</p>	<p><b>TIP 9</b> <b>Demonstrate mutual respect.</b></p> <p>Inclusion means being respectful regardless of position or title.</p>	<p><b>TIP 10</b> <b>Ask.</b></p> <p>It's okay to ask when you're not sure.</p>	<p><b>TIP 11</b> <b>Found common ground.</b></p> <p>Discover what you have in common.</p>	<p><b>TIP 12</b> <b>Communicate respectfully.</b></p> <p>It's not just what you say, but how you say it.</p>
<p><b>TIP 13</b> <b>Practice patience.</b></p> <p>Take the time to get the full story.</p>	<p><b>TIP 14</b> <b>Seek Understanding</b></p> <p>It's better to not fully understand than to fully misunderstand.</p>	<p><b>TIP 15</b> <b>Share your point of view.</b></p> <p>Everyone has a perspective, let others benefit from yours.</p>	<p><b>TIP 16</b> <b>Get someone else's point of view.</b></p> <p>After sharing your perspective, give others a chance to share theirs.</p>	<p><b>TIP 17</b> <b>Join the team.</b></p> <p>Do your part to support teamwork.</p>	<p><b>TIP 18</b> <b>Be open.</b></p> <p>Try to experience new thoughts and ideas as learning opportunities.</p>
<p><b>TIP 19</b> <b>Be flexible.</b></p> <p>Things don't always go as planned. Adapt to changing conditions when necessary.</p>	<p><b>TIP 20</b> <b>Reinvent the wheel.</b></p> <p>Do something that hasn't already been done.</p>	<p><b>TIP 21</b> <b>Be a relationship builder.</b></p> <p>Seek ways to expand your network.</p>	<p><b>TIP 22</b> <b>Build trust.</b></p> <p>Be fair, limit bias and favoritism.</p>	<p><b>TIP 23</b> <b>Lead the way.</b></p> <p>Let your inclusive behavior light a path for others.</p>	<p><b>TIP 24</b> <b>Listen.</b></p> <p>People feel respected when they know you're listening to their point of view.</p>
<p><b>TIP 25</b> <b>Remember, we all make mistakes.</b></p> <p>Resist the urge to point out the ones that others make.</p>	<p><b>TIP 26</b> <b>Do the right thing.</b></p> <p>Make a difference. Get caught being good.</p>	<p><b>TIP 27</b> <b>Become a mentor.</b></p> <p>You—yes, you—can help others realize their potential.</p>	<p><b>TIP 28</b> <b>Lend a hand.</b></p> <p>A little help can go a long way.</p>	<p><b>TIP 29</b> <b>Live a healthy life.</b></p> <p>Do something good for your mind, body, &amp; soul. Encourage others to join you.</p>	<p><b>TIP 30</b> <b>Be a champion of dignity and respect.</b></p> <p>Demonstrate respect for self, others, and your community.</p>

[www.dignityandrespect.org](http://www.dignityandrespect.org)