

CHOOSING TO BE CONSCIOUSLY CONSIDERATE

Does the lack of consideration shown to you by others annoy you? Below you'll find how you can begin to shift the general lack of civility in your business and in your life. To illustrate how to cultivate and apply conscious consideration in your interactions with others, I've drawn from P.M. Forni's thoughtful book, *Choosing Civility - 25 Rules for Considerate Conduct*.

Pay attention.

Observe others and your own behaviors and their effects; you'll make wiser choices.

Acknowledge others.

Acknowledge the thoughts and feelings of others; this does not imply that you are agreeing with them.

Think the best.

Be willing to give others the benefit of the doubt. Assume they are doing the best they can, right now.

Listen.

Listen attentively; identify content and feelings; be open to hearing different perspectives.

Speak kindly.

Maintain rapport and be respectful, especially when there is disagreement.

Accept and give praise.

Be gracious in accepting positive feedback and be willing to give specific and meaningful praise.

Respect others' opinions.

Put yourself in their shoes. Be curious and look for common ground.

Mind your body.

Connect with your body and appreciate its messages. Give it the rest and attention it requires.

Respect other people's time.

Be prompt; if you've asked for a 15-minute dialogue, keep to the time allotted.

Respect other people's space.

Refrain from being like ivy and taking over everything.

Apologize earnestly.

Step up, admit any wrong-doing, and sincerely apologize. It's the mark of true strength.

Assert yourself.

Confidently make clear requests for what you want.

Refrain from idle complaints.

Complaints feed the problem; be solution-focused.

Accept and give constructive criticism.

Unconditionally constructive and timely feedback leads to discovering new ways to perform even better.

Don't shift responsibility and blame.

Looking for a scapegoat perpetuates problems; they never have a chance of getting resolved.

Some individuals have already incorporated many of these competencies; in so doing, they report smoother, more meaningful and profitable interactions at work and at home. And you can, too!

My best,

Barbara

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P. S. Please visit my Savvy Success Strategies business page on Facebook:

<http://www.facebook.com/SavvySuccessStrategies>

If these Savvy Success Tips are of value to you and you'd like to have more support in implementing them to grow your business or yourself

OR you've had similar ideas, but can't seem to get beyond your barriers or blind spots, you could benefit from 1:1 or group Savvy Success Strategies coaching.

<http://www.nextlevelsucces coaching.com>

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