



We Could Learn a LOT from Crayons...Sharing the Box

“We could learn a lot from crayons... Some are sharp, some are pretty and some are dull. Some have weird names, and all are different colors, but they all have to live in the same box.”

About My Crayon

What environmental needs or adaptations help me to get my job done?

What in the environment can makes it difficult or challenging to get my job done?

How would you want someone to let you know if they need your attention?

What cues do you give when you do not want to be interrupted?

What strategies do you use to tune out distractions?

If you could implement “3 office etiquette rules”, what would they be?

About the Other Crayons

How did the environmental needs compare within your box of crayons?

What makes it difficult or challenging for others to get their jobs done?

How do others want you to get their attention if you need them?

What strategies can your office use with one another to communicate when your office environment is challenging/distracting to work in?

Were there any common office etiquette rules that you and your office mates want to adopt??

What is one thing you can do to make your office environment work better for ALL the crayons in the box??