

Ten Top Tips



When you want to get along better with other people

Whether you're at home, work or out with friends, people are people. We all talk and listen to each other in different ways and what makes one person tick is different to the next. But how can you get along better with other people?

1. **Treat each person as a different individual** and see others as teachers. We all have different needs, wants and desires. What may be important to you may not be important to another. Accept others as they are and don't try and change them. Likewise, don't let others change you. Stand up for yourself, unless you feel their words have merit. Especially value those who get you upset. They have much to teach you. It could be you see something in them you don't like in yourself. Change is a part of life and often conflict is a catalyst for personal growth.
2. **Always reply** to telephone calls, emails, invitations and other forms of correspondence and preferably within 24 hours. It does not matter who the person is or what job they do, they are important. This includes work colleagues, suppliers, clients, your cleaner, wait staff, sales reps, family members and friends. Only trying to impress your boss will eventually backfire because 'bosses' are there to help you further develop professionally. If you are late with your reply, apologise. Even if you cannot do what others ask of you, let them know you don't have time right now. People love people who promptly reply and it's great for business and friendships.
3. **Compliment and greet people.** Try to greet people more regularly and say something positive. Okay, this is not the easiest task for most of us all the time, particularly when you're not feeling your best. But try hard to be nice and point out the good things in others. If you're tired, irritated or just angry, explain why and how you are feeling these emotions and that it is not because of the other person. Remember people's names. You will notice the friendlier and more honest you are with others, the friendlier and more sharing they will become with you. Old fashioned chivalry and kindness still goes a very long way!
4. **Be honest with people** and use discretion at the same time. If someone has done something which has irritated you, such as a poor job or said something awful about you to others, think about why you are upset. Be clear with your feelings. It may mean writing your thoughts down or talking to a friend or colleague you trust. We generally deal and socialise with people we think are okay so there must have been some times in the past when this person did a great job, was helpful etc. Remind them of why you like them and explain how hard it is for you that a mistake or upset has happened this time. Try and work on finding a solution together without getting verbally angry with each other. Shouting and yelling might get you a big discount on a job, but don't expect to get a good quote next time around.



Ten Top Tips



When you want to get along better with other people

5. **Resist the urge to gossip and put others down.** Try not to buy into gossip by sharing stories or listening, unless you are prepared to point out some positives in the person over whom others speak. It is possible you may then fall prey to the gossips' unkind words later, but make a decision to not let this hurt you and to confront them when you do hear such words. Treat others as you would be treated and if you must say something unkind about someone, be equally prepared to say it directly to their face. There will, however, be those times when you need to let off some steam with someone you trust. It is quite possible you are really angry with someone or something that has happened and you simply need to talk about it. Check out whether you have any control over the incident or comments made. If you can make some positive changes, go for it.
6. **Spend more time** with yourself and respect other people's personal spaces. Spending time alone allows you to re-energise and to develop and nurture a relationship with yourself. You are the most important person in your life. How can you be useful to others if you don't know how to help and love yourself. Many people who have rewarding and respectful relationships with others tend to enjoy their own space. In this time, they watch a video, read a book, undertake some meditation, stare into space, go to a café, go for a walk and simply make time to learn more about what makes them tick and feel good. They can then comfortably share themselves at the right times with others. If you find it hard to be alone, take it slowly. Look around you – there are many other people quite happy with their own company. Being alone is one of life's greatest treats. It's as good as spending quality time with those you love.
7. **Try to be punctual.** Being punctual in our society shows respect. If you are running late, a courtesy telephone call is always appreciated. Again, this applies to family members, friends and work associates.
8. **Pull your weight.** If you see someone struggling, give him or her a hand. If you have skills and knowledge which could help someone in need, help them out and expect absolutely nothing in return. Offer to help out before being asked. At work, see yourself as part of a team and be prepared to pass on work or to take it on when others need you and you need them. Being a martyr by fixing up problems later will not win you friends. You're in it together.
9. **Learn to say 'no' and 'yes'** when you really mean it. Many people are talented at getting you to eventually say 'yes' when you really are thinking 'no'. Learn from these people how you can say 'no'. They are often pushy and demanding, but offer you a great opportunity to develop your personal strength. Don't say 'yes' out of concern for them. By doing this you are only hurting them in the long term.
10. **Use humour and be silly at times.** Share funny jokes with colleagues and post cards to friends with meaningful messages inside. When writing messages in cards, say something from the heart. This is a great opportunity to tell people exactly how you feel about them. At work – as at home, share something funny that has happened to you or do something others would never expect from you. Nurture the child part in you by doing something silly that makes you laugh. Healthy workplaces and families comprise people who can laugh at themselves, with others and still get serious work done.