



# Respecting Space



## March

**WHATEVER YOU NEED,  
WE ARE HERE TO HELP.**

*Just call or log on to get started.*

**TOLL-FREE:  
800-633-3353**

**WEBSITE:  
[www.mygroup.com](http://www.mygroup.com) > My Portal  
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organization specific**

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## Collaborating closely – and well

Workplaces contain many personalities, often having to work closely together. That's when productivity and camaraderie depend on being mindful of personal space in ways such as:

- **Respecting the personal space bubble.** Be cognizant of colleagues' personal space preferences. If you're unsure, ask.
- **Respecting the auditory bubble.** Notice if you're talking or listening to music at a volume that others may find distracting.

How can your Employee Assistance Program help? Professional counseling, resources, information, and referrals can help you understand interpersonal relationships and develop strategies for respecting each other's needs for personal space—a great start to forming healthy workplace relationships.

## **YOUR EMPLOYEE ASSISTANCE PROGRAM**

Available any time, any day, your Employee Assistance Program is a free, confidential benefit to help you balance your work, family, and personal life.