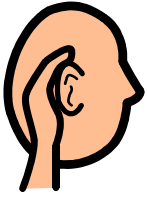
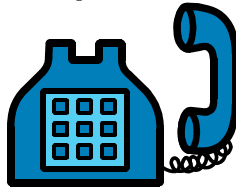


# Staff Solution Kit

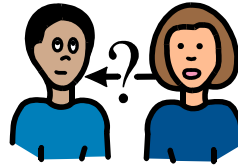
listen carefully



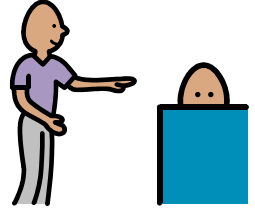
call the help desk



ask for clarification



find someone who will listen for 2 minutes



sleep on it



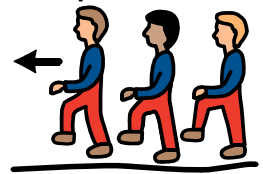
take a break



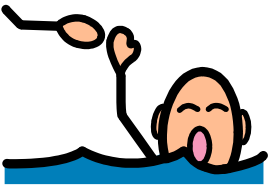
find a quiet place



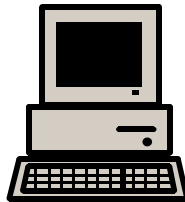
Put yourself in the other person's shoes



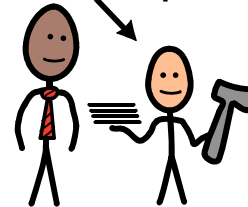
ask for help



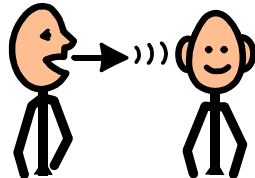
do internet research



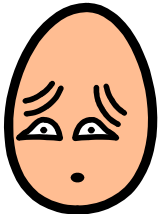
ask a colleague who has expertise



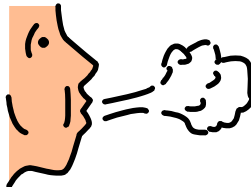
talk directly with people you are having a conflict with



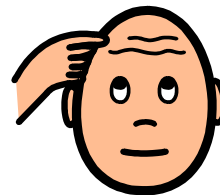
apologize



breathe deeply



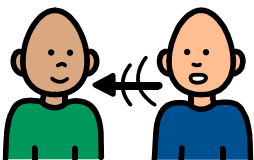
think outside the box



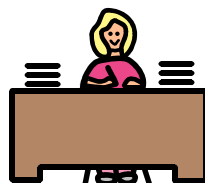
find a group to brainstorm with



be responsible for your response to others



access a professional network



walk around the block



try a different solution

