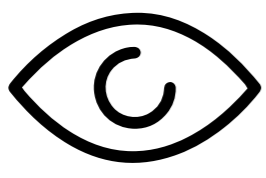


Are you the eyes, ears & heart of your office?

YOU HEAR, SEE AND FEEL IT ALL AT THE OFFICE: FROM THE INTERN'S ROOMMATE HORROR STORIES TO THE CEO'S TOP SECRET DEALMAKING. YOU'RE A BUSINESS COACH, RELATIONSHIP THERAPIST, GUARDIAN AND CHIEF OF STAFF. YOU'RE GROUND CONTROL. HERE'S HOW TO KEEP THINGS IN CHECK WHEN YOU SEE, HEAR AND FEEL IT ALL.



The eyes

You're a master observer who is fluent in body language. You read the signs and adjust accordingly.

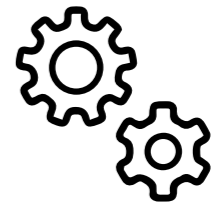
✓ THE PERKS

You surpass Sherlock Holmes when it comes to observation and often know what's needed before anyone asks.

✗ THE PITFALLS

You can't unsee the inefficiencies of the office and it can be overwhelming.

HOW TO MANAGE: WHEN YOU SEE TROUBLE, THINK IT THROUGH BEFORE YOU IMMEDIATELY OFFER HELP. YOUR FIRST INSTINCT TO PITCH IN MAY BE COMPLICATING THE SITUATION.



✓ WHEN TO HELP

A team member who is costing the company money because of inefficient project staffing.

✗ WHEN TO REFUSE

A co-worker who could make his or her life easier with some simple inbox organization.



The ears

You get feedback like, "You're the only one I can talk to." People confide in you and it's nice ... sometimes.

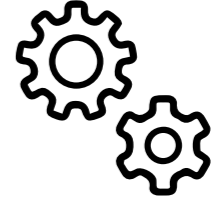
✓ THE PERKS

You're always in the loop. You often proof your boss' classified emails and you're the first to hear about this year's bonuses.

✗ THE PITFALLS

You hear every bit of both personal and office drama and it feels overwhelming.

HOW TO MANAGE: CUT THROUGH THE GOSSIP BY SAYING, "SORRY, I'M BUSY. CAN WE PICK THIS UP LATER?" IT MAY SEEM RUDE, BUT PLAYING THE THERAPIST ROLE IS COSTING YOU HOURS OF WORK.



✓ WHEN TO HELP

A new office manager wants to get lunch and learn about the team.

✗ WHEN TO REFUSE

A co-worker wants to grab a coffee and gossip after every meeting.



The heart

You are a natural empath and a diffuser. You take your colleagues into consideration on a daily basis.

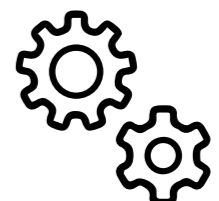
✓ THE PERKS

Professionally, you have a healthier view of the full picture. Personally, you have a greater sense of self-awareness and humanity.

✗ THE PITFALLS

It can be draining to feel the weight of problems that aren't yours or aren't even evident to others.

HOW TO MANAGE: USE YOUR KEEN SENSES TO DIVIDE TRUE PROBLEMS FROM MINOR INCONVENIENCES. TRY TO STEER CLEAR OF COLLEAGUES' PERSONAL PROBLEMS UNLESS THEY ARE MAJOR LIFE CHANGES.



✓ WHEN TO HELP

A dependable co-worker leaves to pick up their sick child from school.

✗ WHEN TO REFUSE

A repeat offender who never fails to leave a mess for others to clean up in the office kitchen.



YOU MAY BE THE EYES, EARS AND HEART OF YOUR OFFICE, BUT THAT DOESN'T MEAN YOU CAN'T USE A LITTLE HELP NOW AND THEN. TO FIND OUT HOW STAPLES CAN STREAMLINE YOUR WORKDAY, CALL **1877-826-7755** OR [SIGN UP HERE](#).