Communication

From email to instant messaging, phone calls, or stopping by someone’s desk – the options for office communication seem endless. Fitting into a company’s culture often comes down to understanding how people communicate with each other. Does your team keep each other in the loop on everything, or only at major project intersections? Notice how your colleagues collaborate, is it preferred to put questions and ideas in writing, or are impromptu brainstorming sessions happening around you regularly? What is the protocol for when a problem arises? If you aren’t sure, ask! And remember to keep your communication professional, regardless of the platform used.