



Dave Fleming's CUBE TIPS

Cube Tip #1: Unleash the Denim

Everyone feels liberated when they get to put on their favorite pair of jeans and head to work. It's an easy, no cost benefit to reward good work, support a cause, or just improve your office morale. If you individually don't have the authority to approve company-wide jeans, then push for your department or your team to have that benefit (tie it to great sales results or the completion of a long project). Identify a cause your team is passionate about and you win on multiple levels. I promise you this: if you find multiple ways throughout the year to unleash denim in your office, your team's morale will soar.

Cube Tip #2: The Break Room is the most powerful room in the office

Stop the threats, stop the thieves, stop the madness and help the people. People are spending wayyyy too much time worrying about the safety of the lunch they brought from home. Don't let the fridge burglars rule this room. Establish rules and all break room visitors will act like adults (and if they don't, revoke privileges – it's that simple).

Next, instead of watching your co-workers wear a path in the carpet to the break room hoping for goodies (followed immediately by a visit to the desk of Sweet Tooth Joe who has the department's best candy jar), bring in your own "afternoon treat jar" and have your team take turns filling it. It sounds simple, but knowing a Kit Kat is around the corner can be the perfect little push to get through a tough afternoon project.

And, finally, do not let people bring their stench-carrying items into public areas (e.g., no one is eating tuna, especially freshly microwaved tuna, at their desk). Tuna and burned popcorn kill morale. Period.

CUBE TIP #3: Don't just email it in

Add the personal touch back to the office. Encourage your colleagues to actually get out of their cube and visit someone to discuss an issue instead of sending an email that will travel less than thirty feet. You must set the proper example, especially if you are a manager.

And far too many people are hiding behind that dreaded Cc: box. These folks decide to copy the entire world on a problem that could have been solved with one or two phone calls. Don't enable this type of behavior and make a point to provide feedback to your peers when you see it done. Proper communication can build trust and morale. Poor communication, including overuse of the Cc: box can destroy it.