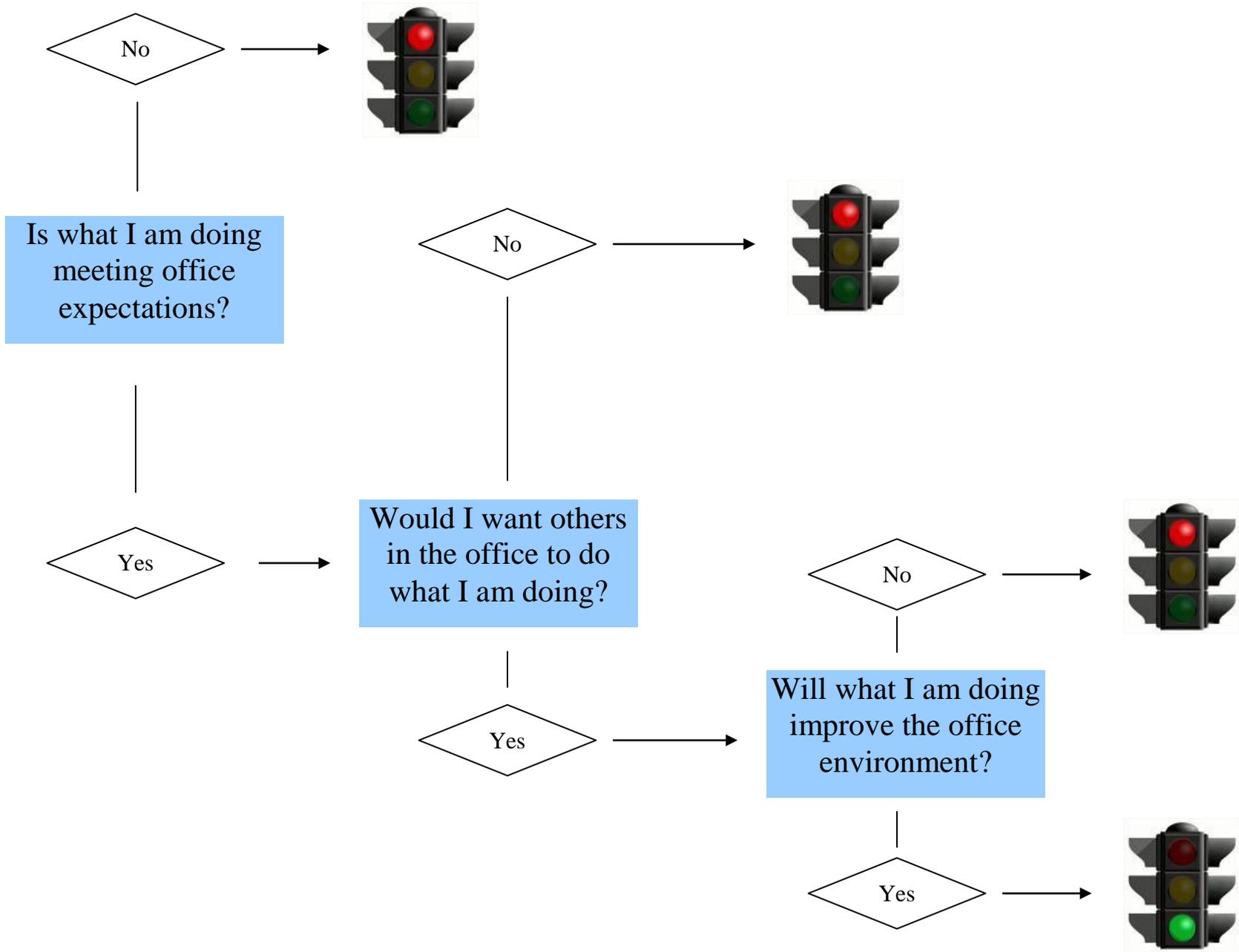


# Before Taking Action, Consider These Questions



No



Is what I am doing meeting office expectations?

No



Yes

Would I want others in the office to do what I am doing?

No



Yes

Will what I am doing improve the office environment?

Yes

