

Office Etiquette




The Secret Sauce to Office Happiness!




By Kinnary Singh



Hi there,




Welcome to the wonderfully weird world of office etiquette—a place where long hours are the norm, breaks are fleeting, overtime feels endless, and leave approvals are rarer, meetings feel like marathons, and the printer always breaks down when you need it most.



With over 14 years of experience living the office life—first as an employee and now as a consultant—I’ve seen it all: the good and the bad. I’ve spent years observing, laughing at, and occasionally surviving these antics—whether it’s the overenthusiastic handshaker, the conference call chaos, or the eternal mystery of who steals all the pens. With every chapter, you’ll find yourself nodding, laughing, and maybe even facepalming as we uncover the unspoken rules of professional life.

So, whether you’re the newbie trying to decode your boss’s email tone or the seasoned pro wondering why “brainstorming sessions” always go off track, this book’s for you. Read on, laugh a little, and maybe even learn things about surviving (and thriving) in the workplace jungle.

Happy reading!
Kinnary Singh



Welcome, Legends!!

You've stepped into the dazzling world of offices—a universe of deadlines, coffee runs, and figuring out who keeps stealing your stapler. Let's navigate it with some serious laughs and a sprinkle of wisdom.





Chapter 1

The First Impression ♦

Dress Like a Pro, Not a Pajama Enthusiast!

Think of your office wardrobe as a fashion runway—just with fewer sequins and more sensible shoes.

Keep it professional yet personal. Pajamas, beachwear, or "I'm-still-in-bed" looks? Swipe left.





Tips to Ace the Look



- Invest in versatile pieces like blazers and smart trousers.
- Iron your clothes. Wrinkles are not a fashion statement.
- Avoid overpowering perfumes or accessories that jingle.

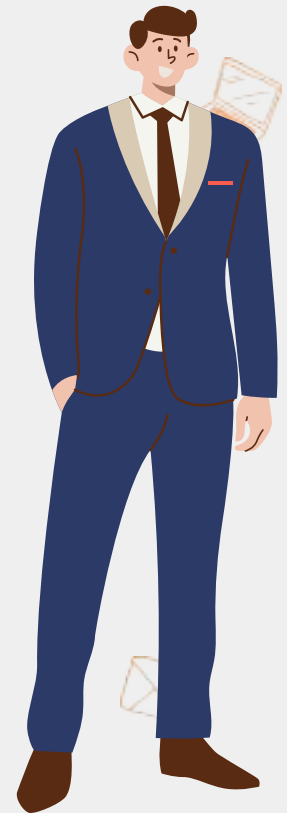


Task for you

Create a go-to outfit for important meetings. Try it on and see if it screams "I mean business."

Pro tip

When in doubt, remember: If your grandma wouldn't approve, rethink it.





Chapter 2

Hygiene 101 ♦





Cleanliness Is Next to Job Security!



Nobody wants to work next to someone who smells like yesterday's garlic naan. Fresh clothes, minty breath, and clean hands are your golden trio.





Essentials for Hygiene

- Keep a grooming kit at work (mints, comb, deodorant).
- Wash your hands after meals or touching shared equipment.
- Shower daily—it's non-negotiable.



Task For You

Ask a trusted friend to do a "smell check" for you **Better safe than sorry!**

Golden Rule

Mints > Garlic. Always.





Chapter 3

Mastering the Office Jungle

Be the Hero, Not the Villain!




Hero: Refills the water bottle, shares snacks, keeps the noise level angelic.

Villain: Eats loudly, blasts Insta Reels in the break room, and sends “Reply All” emails with “LOL.”











Heroic Habits

- Use headphones for videos or calls
 - Clean up after yourself in communal areas
 - Share treats with colleagues—brownie points guaranteed.
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Additional Respect Rule

- Give respect to everyone, regardless of rank or role.
 - Avoid false promises. Your credibility is your currency
 - No blame games; own your mistakes
 - Be transparent; honesty is always appreciated.
 - No loud phone calls in common areas.
 - Avoid personal calls in front of others
 - No eating tobacco, pan, or smoking inside premises.
 - Be courteous and polite; bad words are a big no.
 - Control your anger; no loud arguments.
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Task For You

Pick one heroic habit and practice it daily for a week. Watch the positive vibes roll in.



Example

Raj typed while Manisha was talking to him. Don't be Raj. Raj is lonely now.

Chapter 4

Time Management Hacks ♦



Deadlines Are Sacred (Like Your Netflix Password)

Tackle big tasks first and respect those timelines. Your boss won't appreciate "Sorry, got distracted by cat videos."



Tricks for Better Time Management

- Use the Pomodoro technique (work 25 minutes, break 5 minutes).
- Make a daily to-do list and stick to it.
- Avoid multitasking; focus on one task at a time



How to Implement the Pomodoro Technique

- Choose a task you want to work on.
- Set a timer for 25 minutes and focus solely on the task.
- When the timer rings, take a 5-minute break. Stretch, grab water, or take a short walk.
- Repeat the cycle four times, then take a longer break of 15-30 minutes.
- Adjust the durations if needed, but keep the principle of focused work and regular breaks



Task For You

Identify your top three time-wasters and eliminate them for a day. Try the Pomodoro technique for one task and see how it boosts your productivity!



Hack

**Treat your deadlines like coffee breaks—
non-negotiable and lifesaving.**



Chapter 5

Washroom Wisdom ♦

Leave No Trace

The golden rule here is simple: leave it cleaner than you found it. And yes, **handwashing is mandatory.** Always.



Washroom Etiquette Checklist

- Flush. Always.
- Use the air freshener if needed.
- Don't linger—others might be waiting.
- Keep your phone out of sight; this isn't the place for Insta scrolling.

Task For You

Commit to making the washroom experience pleasant for everyone. Start by ensuring you leave no mess behind.



Life Tip

Be the colleague people want to share a canteen table with, not avoid because of “your” reputation.

Chapter 6

The Art of Communication ♦



Talk Smart, Email Smarter!





Email is your secret weapon for professional success. Keep it clear, concise, and for heaven's sake, don't hit "Reply All" unless it's groundbreaking news.










Communication Do's



- Start emails with a greeting and end with a clear call to action. 
- Proofread before hitting send; typos scream unprofessionalism. 
- Stick to a formal tone unless it's a casual internal email. 
- Avoid slang, emojis, or jokes unless you know the recipient's humor. 



How to Write a Professional Email

- **Subject Line:** Keep it concise and relevant (e.g., "Follow-Up on Project XYZ").
- **Opening:** Greet the recipient by name and mention the purpose of the email in the first line. 
- **Body:** Use short paragraphs and bullet points for clarity. Be specific and avoid jargon. 
- **Closing:** End with a polite note (e.g., "Looking forward to your feedback") and your full signature.
- **Attachments:** Double-check that you've included them if mentioned. 

Task For You

Write a professional email to a friend and ask for feedback. Practice makes perfect.



Oops Story

Amit conducted a phone interview in the canteen. Everyone now knows Amit's candidate's life story. Don't be Amit.



Chapter 7

Hospitality 101




Impress Like a Pro!

Got guests? Greet them with a warm smile and offer refreshments. Nobody remembers the guy who grunted, "Sit anywhere" and walked off.





Hospitality Hacks

- Keep the office tidy and welcoming.
 - Offer drinks like coffee or tea.
 - Introduce guests to key team members.
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Task For You

Role-play as a host for a day. Greet everyone warmly and see how it changes the mood.



Pro Move

Keep a stash of biscuits handy. Bonus points if it's Bourbon



Chapter 8

Office Culture Made Cool ♦



Let's Make Work Fun!

Celebrate wins, recognize good etiquette, and start fun traditions. An annual "Best-Dressed Desk" competition, anyone?





Ways to Build Culture

- Organize monthly team lunches or game nights.
- Start a recognition program for etiquette champions.
- Share success stories during meetings



Task For You

Suggest a fun team-building activity at your next meeting. Take the lead in organizing it!



Team Goal

Less drama, more laughter. Nobody wants coffee pot conspiracies.



Real-Life Goof-Ups

- **The Email Overload:** Raj sent “Reply All” with “LOL.” Now Raj’s inbox is a warzone
- **The Noisy Stomper:** Nisha’s elephant-like strides make meetings in the next building pause.

Let’s tread lightly, folks



The Finale

Be an Office Rock!

Remember, **etiquette isn't about being stiff or boring.** It's about respect, laughter, and making the workplace better for everyone. So, suit up, smile, and become the legend your office never knew it needed.



Final Task For You

Reflect on one habit you can improve starting today. Write it down and make it your mission to master it this month.



Mic Drop

Good etiquette is contagious. Be the start of the epidemic.

Hey Rockstar Reader!



Thanks for reading my book! Loved it or hated it? Share your thoughts at ksmanagementsolution@gmail.com. Your feedback means the world to me.

