

generosity

the spirit and action of freely and frequently giving to others



If you took a poll of critical skills most important to business success, you'd be hard pressed to come up with a list that included, much less led with, generosity. That generosity is important and valued isn't news — but a key driver of success? Generosity is more typically an afterthought, a by-product, a "nice-to-have" quality. If a manager or leader is generous, they're probably well liked. But it's more than that: Elegantly simple, yet extremely powerful, generosity can make your career.

Generous people share information readily, share credit often, and give of their time and expertise easily. What comes across is a strong work ethic, great communication skills, and a willingness and ability to collaborate. Leaders and coworkers who are generous engender trust, respect and goodwill from their colleagues. **Here are 4 concrete ways to be generous at work:**

Be a better communicator:

Share information readily Don't hoard information; it makes you look power hungry and conniving. Keep your teams posted on where things stand or what's coming next. Make sure your colleagues have all of the information they need to make well-informed decisions.

Always ask if someone has a moment to speak Just because someone picks up the phone or has their door open doesn't mean it's a good time to talk. Before you launch into a dialogue about tomorrow's meeting or start shooting off questions, ask if they have a minute for you. You'll come off as respectful and professional.

Be a better collaborator:

Share credit easily People love to be told they're doing a great job. Go ahead and recognize your coworkers regularly for either a job well done or extraordinary effort. It doesn't cost you anything.

Assume collective responsibility for failure; assign individual praise for success Dallas Mavericks owner Mark Cuban once made a comment about a star player's missed game-tying free throw shot. Cuban said: "He made the first shot and we missed the second." Cuban's comment was distinctively subtly, but inherently generous — he gave his player credit for making the first shot without assigning blame for missing the second one. A simple "we" instead of a "he" reminded everyone that basketball is a team sport. *So is the workplace.*

Generosity breeds productivity, motivation, and a friendly environment. If everyone practices giving selflessly, then work becomes a good place to be. *How will you foster generosity at your work?*