

- Never wear headphones or earbuds when someone is talking to you or during a meeting.
 - Even if your music is off, you will appear as if you aren't paying attention.
- Maintain a reasonable headphone volume and never let your music interfere with those around you.
- If possible, choose headphones over earbuds so your coworkers can clearly see that you're wearing headphones.
 - If you are wearing earbuds, ensure they are visible.
- Don't let headphones interfere with natural collaboration in the workplace.
 - Save your headphones for when you need to find deep focus.
- Choose music that aids your productivity.
 - Opt for music without lyrics or very familiar music when you need to concentrate.
 - Save the lyrics for completing repetitive or monotonous tasks.
- Don't let headphones affect workplace safety.
 - Never wear them while walking around the office, and don't let volume hinder your ability to hear emergency signals.