

Things to Avoid at Work

To avoid a serious mistake – and possible career sabotage – stay clear of the following workplace sins:

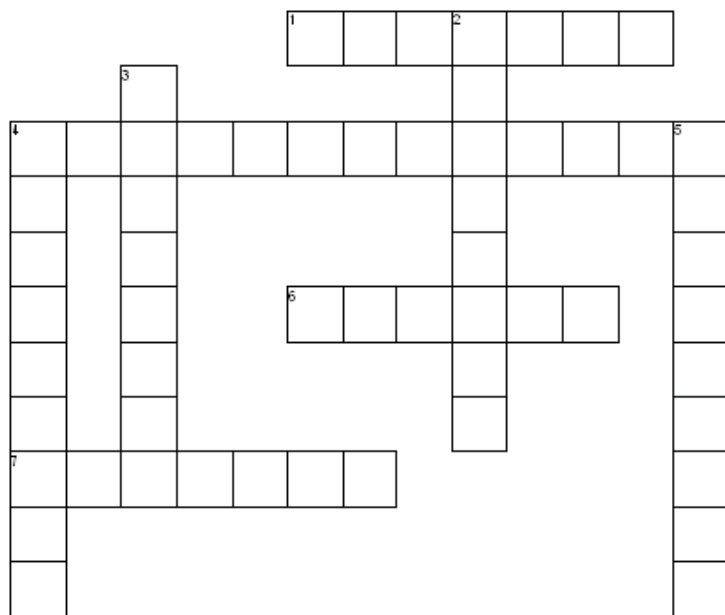
- 1. Stealing.** Even if it doesn't seem like a big deal, don't take items like Post-its and pens.
- 2. Blaming someone else for your mistake.** It's dishonest and childish. Admitting a mistake is embarrassing, but less embarrassing than admitting a lie or trying to cover it up.
- 3. Spreading gossip.** Avoid gossip and if hearing it, don't repeat it.
- 4. Calling in sick when healthy.** Calling in is irresponsible and insensitive to co-workers. It could be grounds for firing. Use a personal or vacation day.
- 5. Showing up when you aren't.** Co-workers will tire of sniffing and coughing. They do not appreciate being exposed to germs.
- 6. Abusing office technology.** This includes personal phone calls, e-mails, or instant messages.
- 7. Involving co-workers in personal problems.** If problems are distracting from work, discuss with the boss or human resources. Involving co-workers is distracting and unprofessional.
- 8. Getting too comfortable.** Dress and behave professionally. Even in a casual atmosphere, wear clean clothes and have well-groomed hair. A good rule of thumb is to never dress better, or worse, than your boss.
- 9. Hitting on an employee or boss.** This shouldn't require an explanation.

Source:

Lorez, Mary, CareerBuilder.com writer <http://msn.career-builder.com/custom/msn/careeradvice> January 4, 2008

Crossword

Test your knowledge, items from this newsletter.



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Across

1. W in RWIS
4. Created by melting solid material that hardens when installed.
6. Grader training and public relations will be offered this ____.
7. ____-based paints are the only environmentally friendly oil paints.

Down

2. ____ improves job satisfaction, creases productivity, and should be cut from an agency's budget.
3. Conducting a crash study in response to a citizen complaint is a ____ approach.
4. ____ must be installed in order to safely end a guardrail.
5. Hazards outside of this area do not require protection from guardrails.