

Things to Avoid at Work

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

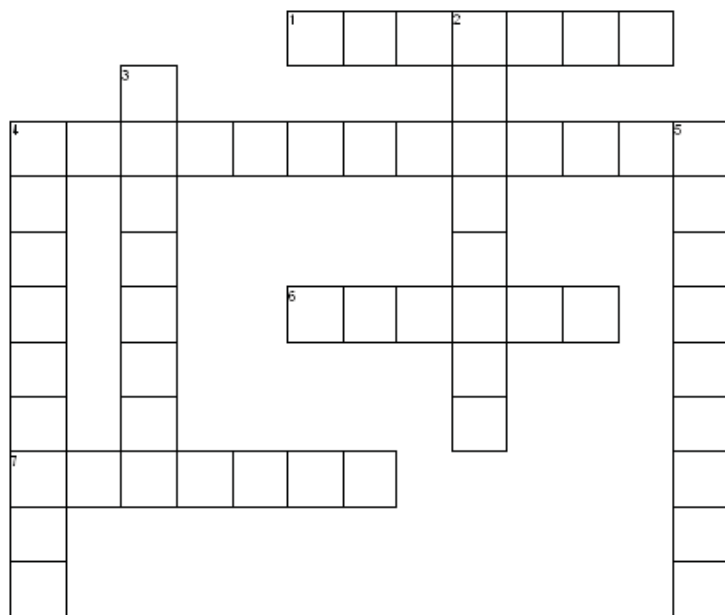
1. **Stealing**, Even if it doesn't seem like a big deal, don't take items like Post-its and pens.
2. **Blaming someone else for your mistake**. It's dishonest and childish. Admitting a mistake is embarrassing, but less embarrassing than admitting a lie or trying to cover it up.
3. **Spreading gossip**. 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.