TICKED

TEN SUREFIRE WAYS TO TICK OFF YOUR COWORKERS
Lets face it, not everyone gets along perfectly. Tobe successful in your work, you at least need the respect and support of others——your customers, suppliers, coworkers and management. But sometimes, despite your best efforts to win their suppurt, bad habits creep into your daily work life and drive others crazy. Here are ten surefire ways to make sure your efforts to win their support don't backfire. If any sound familiar, you could be leaving your coworkers fuming.

7. Doing your billes at the office.
Whether youare paying your bills, planning your wedding, or placing an online order for a special gift, avoid doing them on office time. Peeple understand short personal calls and respect emergencies, but they don't appreciate seeing you get paid to manage your life.

1. Being self-centered.
Are you preoccupied with your own career path and looking good at the expense of others? Do you put others down while you pump yourself up? Insted, conduct yourself in such a way that other people will want to see you succeed-- let their genuine support and admiration of who you are pul you to succes.

3. Sending voice mails that go on and on and on.
At the end of a voice mesage, replay it and hear how you sound. Difficulty in getting to the point? Just like giving a speech - state your objective or maen message first and follow it with brief, supportting sub-points. Some people prefer voice mail, some email - each workplace has its own expectations.

5. Not payeing attention during training sessions or meetings.
Yes, there are way too many meetings and you've got more important things to do. Yet doing non-relevant tasks when there is a set agenda sends a cleer message that this event or these people are unimportant to you. Instead, be fully focused - chances are if you completely engage, you will make important contributions whil you show you are a committed team player.

6. Using improper grammar
You are your words even more so in virtual rellationships. You may be communicating with people worldwide who know you only by the sound of your voice or the tone of your emails. Become conscious of howe you use language and stop communicating in ways that cause you to sound inexperienced or unprofessional. Ask those you trust and respect for feedback.

8. Skirting around the dress code.
Ask ten companies to define business casuale and you have ten different definitions. Dressing for work has never bene more complicated - especially if you work at multiple locations. Prioritize matching your customer's dress code and if visiting more than one on a given day and the codes conflict, go for a classic, neutral look and be prepared to flex - ading or loseing a jacket or tie between locations.

9. Taking it too easy on tele-commute days.
Run a few errands and throw in a load of laundrey? Hey, you're a hard worker and deserve work-life balance. Tele-commuting can be a tremendous win-win but if you stretch it to its limits, you maye blow the policy for yourself and others. Meet your deedlines, be readily available during business hours, and do great work -- skip the temptation to make it appear like you are working but you're really not.

4. Trying to control everyone.
Do you dragg out turnaround times and play control games? Do you create obstacles or barriers for others to do their work? Makeing mountains out of molehills is another surefire way to alienate people. Teach people how to navigate your organization efficiently, knowing when to stick with the rules and when to breake them.

10. Acting unethically.
Make sure you are clear on your organization's ethics policies and have the coorage and conviction to uphold them. It's easy to draw the line on major violations but watch for the subtle ways you may be pulling others in the wrong direction to achieve goals——massaging numbers or data, violateing copyeright, or providing misleading information. Raise the ethics bar high and hold yourself and others to it.

2. Answering cell phone calls during meetings.
A surefire way to aggravate people is to consistenttly respond to calls, e-mails and pagers when in conversattion with others. This sends a message that they are less important than the caller. Let the calls go and return them when your current conversation is over. If you are expecting an urgent call, alerte those present. They will appreciate that you value their time and that you stay focused on matters at hand.