

10种致命的职场行为 PDF转换可能丢失图片或格式，建议阅读原文

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这儿是10个职场毒药的特质：1. 糟糕的人际技巧 一点儿可爱会大有帮助。《哈佛商业评论》和《快速公司》杂志的研究均表明和那些能力强而呆板的人相比，人们一致而且不可遏制地更喜欢和那些可爱的、不那么熟练的同事工作。研究发现如果员工不被喜欢，那么他们是否擅长自己的工作显得无关紧要了，因为其他员工会回避他们。2. 缺乏团队精神 没有人在骄傲的女主角周围感觉舒服。而且公司有办法对付那些破坏团队的员工。只要问问费城鹰队的外接员特雷尔欧文斯（Philadelphia Eagles Wide Receiver Terrell Owens）就知道了。在反复抨击和公开对其队友和管理层发表攻击性言辞后，他被停赛2005赛季。表现得你是一个好的团队成员，让你老板看起来像个明星并表明你心里想着公司更大的利益。3. 错过最后期限 如果最后期限是周三，把它作为周四首要的事毫无意义。公司需要他们可以依赖的人。错过最后期限不仅不专业；也会严重破坏别人的日程安排并让你老板脸色难看。当做出承诺的时候，最好保守一点儿答应并呈交好点儿的。那么，如果不得已，只好开夜车。那真的很重要。4. 在上班时处理私人事务 公司的邮件和电话系统是为了公司业务。使私人电话少而简短并且永远不要打那种用掉一盒纸巾才能打完的电话。同样，永远不要在邮件里键入任何你不想被你的老板看到的東西；许多系统将删除的消息保存到一个管理员

文件夹。并且我们无法告诉你多少可怜的家伙已经因为点击“回复所有”按钮或传播低俗笑话或更糟怒骂老板被所有人看到而被炒鱿鱼的。

5. 孤立自己 不要孤立你自己。发展并利用你与公司和行业的其他人的关系。那些有效沟通的人对于资源和信息占据更有利地位，能更快地越过机构政治藩篱。研究表明有效沟通的人往往供职于更成功的团队，得到更好的绩效评价，受到更多的提升和更高的报酬。

6. 开始办公室恋情 除非你们在不同的地方，办公室恋情是个糟糕的主意。如果你已经和你老板有染，你的成就和晋升机会就值得怀疑了；如果你和下属谈恋爱，你会把自己暴露给性骚扰的指控。并且如果事情不愉快地结束，你有风险得对付每个知道的人和对此不悦的人。

7. 害怕风险或失败 如果你自己都不相信自己，就没有别人会相信你。保持一个“能行”的态度，敢于冒险。不要说，“我从没做过那个，”要说，“我会学着做。”不要害怕失败或犯错。如果你真的把事情弄糟了，承认之，然后继续。总之，在每个工作中找到学习机会。记住，随着时间，规避风险比错误对你的职业生涯会更有害。

8. 没有目标 失败并不在于没达到你的目标，而在于没有目标去努力。设定目标并为实现它计划你每日的活动。百分之八十你的效益来自20的工作。管理好你的重点，集中于那些支持你目标的任务上。

9. 忽视个人形象 不管公平不公平，外表很重要。人们从你的展现自己的方式中产生各种看法。因此，不要不梳洗或穿不适合的衣服来上班。坦诚，用正确的语法并避免俗话和咒骂。你应该突出一种能力、个性和承担。

10. 不慎重 小隔间、走廊、电梯、浴室甚至市郊火车不是你的私人领地。小心你进行交谈的位置和你说的话。不要讲低俗的

笑话、泄露公司机密、讲同事的闲话或宣扬你关于种族、宗教的观点或你老板的人格。因为尽管有言论自由这回事，但如果以失去你的工作为代价那它就不这么自由了。 10 Fatal Career Moves It takes anywhere from three to 15 months to find the right job -- yet just days or weeks to lose it. Here are 10 traits that are career poison:

1. Possessing Poor People Skills A little likeability can go a long way. Studies by both the Harvard Business Review and Fast Company magazine show that people consistently and overwhelmingly prefer to work with likeable, less-skilled co-workers than with highly competent jerks. Researchers found that if employees are disliked, it 's almost irrelevant whether they 're good at what they do, because other workers will avoid them.
2. Not Being a Team Player No one feels comfortable around a prima donna. And organizations have ways of dealing with employees who subvert the team. Just ask Philadelphia Eagles Wide Receiver Terrell Owens, who was suspended for the 2005 season after repeatedly clashing and taking public shots at his teammates and management. Show you 're a team player by making your boss look like a star and demonstrating that you 've got the greater good of the organization at heart.
3. Missing Deadlines If the deadline is Wednesday, first thing Thursday won 't cut it. Organizations need people they can depend on. Missing deadlines is not only unprofessional. it can play havoc with others ' schedules and make your boss look bad. When making commitments, it 's best to under-promise and over-deliver. Then, pull an all-nighter if you have to. It 's that important.
4. Conducting Personal Business on Company Time The company

e-mail and phone systems are for company business. Keep personal phone calls brief and few -- and never take a call that will require a box of tissues to get through. Also, never type anything in an e-mail that you don't want read by your boss. Many systems save deleted messages to a master file. And we can't tell you how many poor souls have gotten fired for hitting the "Reply All" button and disseminating off-color jokes -- or worse yet -- rants about their boss for all to see.

5. Isolating Yourself Don't isolate yourself. Develop and use relationships with others in your company and profession. Those who network effectively have an inside track on resources and information and can more quickly cut through organizational politics. Research shows effective networkers tend to serve on more successful teams, get better performance reviews, receive more promotions and be more highly compensated.

6. Starting an Office Romance Unless you're in separate locations, office romances are a bad idea. If you become involved with your boss, your accomplishments and promotions will be suspect. If you date a subordinate, you leave yourself open to charges of sexual harassment. And if it ends badly, you're at risk of everyone knowing about it and witnessing the unpleasantness.

7. Fearing Risk or Failure If you don't believe in yourself, no one else will. Have a can-do attitude and take risks. Instead of saying, "I've never done that," say, "I'll learn how." Don't be afraid to fail or make mistakes. If you do mess up, admit it and move on. Above all, find the learning opportunities in every situation. Remember, over time, risk-aversion can be more hazardous to your career than error.

8.

Having No Goals Failure doesn't lie in not reaching your goal, but in not having a goal to reach. Set objectives and plan your daily activities around achieving them. Eighty percent of your effectiveness comes from 20 percent of your activities. Manage your priorities and focus on those tasks that support your goals.

9. Neglecting Your Image Fair or not, appearance counts. People draw all kinds of conclusions from the way you present yourself. So don't come to work poorly groomed or in inappropriate attire. Be honest, use proper grammar and avoid slang and expletives. You want to project an image of competence, character and commitment.

10. Being Indiscreet Cubicles, hallways, elevators, bathrooms -- even commuter trains -- are not your private domain. Be careful where you hold conversations and what you say to whom. Don't tell off-color jokes, reveal company secrets, gossip about co-workers or espouse your views on race, religion or the boss' personality. Because while there is such a thing as free speech, it's not so free if it costs you your job!

By Kate Lorenz, CareerBuilder.com Editor  
Kate Lorenz is the article and advice editor for CareerBuilder.com. She researches and writes about job search strategy, career management, hiring trends and workplace issues.

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