

10 THINGS YOU DO THAT Drive Your Boss Crazy

Wonder why your boss gives you the cold shoulder when you aren't even aware you've done anything wrong? Read on to learn what you're doing that your boss can't stand.



5 Behaving immaturely at company parties.

Bosses care a lot about how you behave at a company party, whether it's an awards banquet, a picnic or a holiday bash. To bosses, you are still "at work."

6 Committing e-mail blunders.

E-mail experts say that even if you delete your "sent" and "received" messages and empty the trash bin, there is software available that can revive these messages months after they were thought to be dead. It's important to note that courts have consistently come down on the side of employers in cases of electronic monitoring on the job.

7 Wearing the wrong thing to work.

It's important to note that just because your boss hasn't clearly defined a dress code it doesn't mean he or she is blasé about what you wear. A boss definitely cares that you present an image that doesn't annoy coworkers or offend customers or—horrors!—embarrass him or her in front of the big boss.

8 Not appreciating coworkers.

Whether it's in a hot start-up company or in a Fortune 100 corporation, you can bet that sometime during your work life you're going to run across certain characters. Maybe you see them as "perimeter" employees, but that's a costly mistake. Without them, you're going to be fighting an uphill battle at work.

9 Crying at work.

A good sob can often replenish your emotional reserves and stiffen your backbone. But if you've got to cry, then for heaven's sake, don't do it at work.

10 Skipping company-sponsored events.

Most companies have at least one event a year that brings everyone together outside of work. Being seen as someone who is supportive of company efforts after hours not only can boost your standing with your boss, but with the boss's boss.

The workplace is filled with opportunities for behavioral missteps. Oftentimes, you could be committing these office sins without even realizing it. Anita Bruzzese covers such faux pas in her book, *45 Things You Do That Drive Your Boss Crazy—*And How To Avoid Them* (Perigee Trade Paperback Original, \$13.95). CW shares ten of these potentially career-fatal mistakes with you.

1 Treating the office like it's your love shack.

Nothing makes a manager reach for the antacid faster than an office romance. If you decide a workplace romance is your heart's desire, you need to use some workplace savvy in order to make sure you don't come away with only regrets.

2 Earning a reputation as a whiner, drama queen or general pain in the neck.

What other people think of you at work really matters, because those perceptions often wind their way up the food chain and land right on your boss's doorstep. And what she hears from others is what she will take into account when she deals with you.

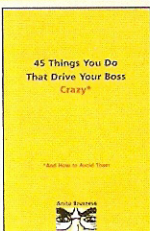
3 Gossiping.

We all know that every workplace has gossip. In order to protect your career and your employer from potential legal problems, avoid being labeled a gossip.

4 Not going beyond your job description.

Stepping outside the job description is more important than ever these days. While they may not be in a formal job description, bringing all your skills and abilities to an employer will benefit not only the company but also yourself.

READ MORE ABOUT IT!



You may be sabotaging yourself at work without even realizing it by making errors in judgment with coworkers, behavior at social events and more. To learn more work nos, pick up *45 Things You Do That Drive Your Boss Crazy—*

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