



My boss loves me...
loves me not...
loves me...

Do you annoy your boss?

Here, common gripes higher-ups have about their underlings. Put them on your not-to-do list.

Using bad grammar and spelling

"Bosses constantly complain that employees misspell or misuse words," says workplace columnist Anita Bruzzese, author of *45 Things You Do That Drive Your Boss Crazy—and How to Avoid Them*. So use spell-check, make sure your handwriting is legible and get a coworker to proofread longer documents. Be especially careful with e-mail: "People think e-mail is casual," says Bruzzese. "But it's another written testament to your abilities."

Non-work phone chatting

"It says to everyone around you 'Personal Call, Personal Time-out,'" says Bruzzese. Limit calls to under five minutes, keep your voice down, and during work hours, set your personal cell phone to a quiet ring tone that isn't too obnoxious or suggestive (so inxay on "Let's Get It On").

Checking in too much

Keeping your boss in the loop on your progress: good idea. Bombarding her with minutiae on a daily basis: annoying. "Every time you stick your head in her door, you derail her train of thought," says Bruzzese. Ask your boss: "How often would you like me to update you?" recommends Amy Dorn Kopelan, founder of Coach Me Inc., a corporate training company.

Trying to be the boss's buddy

Being friendly with your boss is fine; wanting to be BFFs is just not. "I had an employee who always chatted to me about personal stuff," says Heather Galler, CEO of jobkite.com, a career website. "It made me think, does she *ever* focus on her job?" When your boss asks "How's life?" keep your answer brief, then get back to doing what she pays you for!

—DARYL CHEN