

17 unprofessional work habits make you most likely to be eliminated

Going to work late, swearing, interrupting others, or listening to your personal phone repeatedly during business hours are habits that will ruin your career without stopping now.

Have you ever felt that the boss or colleague in the office has signs of hating you? If the answer is yes, or they are hard-to-feel people or the cause is yourself.

You may not realize it but not except that some of your work habits are unprofessional, making it difficult for those around you to accept it. Although it is admittedly there will be some behaviors that break the basic principles of respect and common courtesy, however, you also need to remind yourself how to be harmonious. at the office without affecting your future career.

Here are 17 unprofessional work habits that make you a "thorn" in the eyes of others, especially your boss.

1. Brag

"When we are proud of our accomplishments or something like a good thing that has happened to us, naturally, everyone wants to share them with others." This conclusion is made by Rosalinda Oropeza Randall - a specialist of etiquette and etiquette, and the author of the book *"Don't Burp in the Boardroom"* (roughly translated: Don't burp in the meeting room). of director).



However, **sharing habits can easily make us become bragging people** and according to Randall, here are some behaviors that show it:

1. If you constantly talk about your joy with anyone you meet.
2. If you share the joy with a voice so loud that even through a window made of very thick glass, the outsiders can still hear it.
3. If you speak with the tone of a better person for completing the task.
4. If you talk about your achievement to "submerge" others and show their failure.
5. If you don't say "thank you" when others congratulate you.
6. If you start to exaggerate your achievement to make yourself "greater" in the eyes of others.

Randall also stressed that *"If you feel like you have these signs, start sharing modestly."*

2. Work late

Randall said *"It is very important to be on time"*.

"The professional thing to do is on time and ready to do the required work." They don't just give you a task, they ask you more.

3. Always be 10 minutes before each meeting

Vicky Oliver - author of the book *"301 Smart Answers to Tough Interview Questions"* (roughly translated: 301 clever answers to the most difficult interview questions) and *"Power Sales Words"* (roughly translated: Words contains "strength" in sales) sharing that similar to late work, coming late in meetings also shows that you have no respect for other colleagues who are on time and also show You are an unorganized employee.



According to Randall: *"Making someone wait for you is considered rude, thoughtless and arrogant."*

4. Stubborn

"Whether at the desk or in the rest room, being considered a dirty person is always a problem , " Randall said.

When washing your hands without rinsing or throwing away indiscriminate paper in the toilet, what exactly are you expecting who will serve you?

*"Leaving a mess after leaving the room is an expression of irresponsibility, lack of thought and pride." **The desk will reflect who you are.***

5. Ask up to 20 sentences each time a new job is delivered

There are no stupid questions, Oliver said, but there will certainly be questions that make others uncomfortable. They also show that you really don't want to do the job or don't understand the task you need to do.

"When you get a new job, gather your questions and present them in an organized way. Never ask constantly and aggressively."

6. Complaining too much

"There will be times when we want to complain about a boss, a colleague or a job. However, if you say it, it only makes you become unprofessional." Randall added: "It will be very bad if you complain every day, all day, from the time you go to work until you sit in the office. Gradually everyone will find a way to avoid you." .

7. Makeup at the desk



Never paint lipstick in public places, especially desks. According to Oliver, if you need to "pull" your appearance, go to the restroom or lounge!

8. Confusion

Sloppy outfits, messy hair, bad breaths or similar things make you quickly become ostracized at work.

Your boss will be skeptical of your attitude and whether you are suitable for new jobs assigned? Such as promotion to a new position, meeting an important customer or representing a company at a conference?

"Burp, smoking, sticking food to your teeth or rarely bathing are unprofessional behaviors."

9. Pretend to be ill

You will not receive anything when pretending to be ill. That doesn't make your boss reduce the workload or allow you to enjoy any incentives.

10. Or worry

Swinging the key, shaking your thighs, constantly checking your phone, chewing gum, biting your nails, scratching your head - the list of external expressions shows you are still worried. You may not realize you are, but your colleague does.



Regularly expressing anxiety not only makes those around you affected but also shows that you are a person who is not active and does not focus on work.

11. Working separately in the meeting

There is always a reason because following a message while driving is a violation of the law. Because, **it is impossible to concentrate completely when doing two things at the same time.**

Texting your phone, surfing the web on a computer, chatting on a social network, sending an email or doing anything else in the meeting will make others realize that you are not paying attention to the content of the meeting.

12. Interrupt

According to Randall: *"Interrupting others is rude behavior. In doing so, others will think that you lack respect, impatience and judgment."*

Participating in a conversation will make you score "sociable" in the eyes of others, but it is extremely bad to contest someone when they are talking.

13. Sales at work

It is not uncommon for offices that some employees often bring goods to sell, possibly children's cookies.

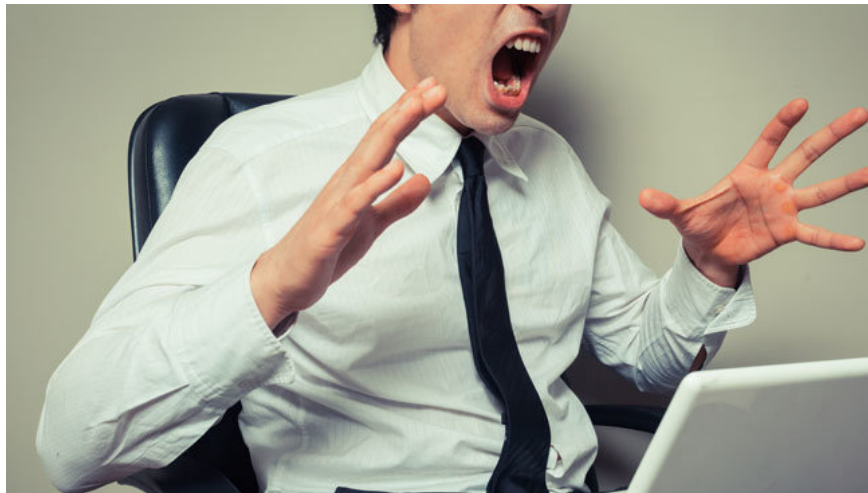
It is not good to make colleagues buy products for the purpose of raising funds or helping you consume them. Some companies also prohibit business behavior at the office because this wastes time and puts others in an awkward position.

It will be difficult to refuse to buy if the seller is a colleague who sits next to you but will be obliged to do the opposite. It doesn't help them if they buy what they already have.

14. Making noise

Listening to music too loud while others are working or listening is always a good thing to avoid.

15. Screaming, swearing



You can say others are heavy and hard to hear in other places but never use them at work. Administrative offices can completely set up a private talk with you.

16. Work all day

Texting or calling for personal purposes too much at work can make you "fall in" to your boss's "list of concerns". Limit it to a minimum or use breaks to handle them. You never know when the boss may appear unexpectedly at any time.

17. Split friends pull wings

Behave in a friendly and sociable way with everyone else. There is no reason for you to build your "guild" at the office.

You finished reading the article "**17 unprofessional work habits make you most likely to be eliminated**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
