

4 signs that you are talking too much at work

Rambling, chattering, talking a lot, bragging, bragging. People who are talking too much at the office not only win for themselves the not-so-wanted nicknames but also cause troubles for those around them. Many studies show that this habit also seriously affects their work and future career, especially for women.

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Are you in this group and you don't realize it? Then immediately check the following 4 signs before you yourself can ruin your promotion.

1. People sitting near you wear headphones

If everyone sits near you, use headphones, especially earbuds or if they don't wear headphones, but every time you approach, they rush to do this, maybe, copper Career is trying to avoid you. The situation may get worse and they have started to give you a red warning.



To avoid such dilemmas, make a **clear plan to discuss with people about work-related topics** when necessary and try to focus on those issues. Set aside stories outside your free time and don't ramble. You should show respect to your colleagues and their time. If all goes well, the whole office will have a more positive view of you

instead of saying that you are a "innate" speaker.

2. You talk constantly

See for yourself that you talk to coworkers most of the time, even if you're reading this article and if you're almost the master of all the chat topics, chances are you're a "talkative". difficult to deny.

If you still don't realize this, don't worry, because it's not just you. According to **Annie Stevens** , managing partner at **ClearRock** , a company that organizes training programs for senior managers based in Boston, most people don't know that they're talking too much. Her wise motto in communicating at work is simple: "**Be brief, be brilliant, be gone**" (Temporarily translated, bright, finished).



An example of the application of "**Be brief, be brilliant, be gone**" principle .

Your customers, your colleagues are very busy, really busy. You need to understand and respect that.

"Brief" (brief):

1. *Give your plan with important points.*
2. *Focus on core issues.*
3. *Use visual aids to show stories / situations / parameters. People believe what they see, not what they hear.*
4. *Solve the problem.*

"Brilliant":

1. *Practice what you will say.*

2. *Convey your story with passion.*

3. *Managing groups and working with the highest standards of work, don't just stop at an average level.*

4. *Track customer response first. What will they see in your proposal?*

5. *Give your feedback.*

"Be gone":

1. *Is it wise to ask for a "yes" or "no" answer?*

2. *Request immediate feedback.*

3. *No hesitation. Complete everything and move on to another job.*

Instead of initiating every conversation, wait for your colleague to discuss it first. This may seem difficult for a lot of speakers but you need to persist in practicing and restraining as much as possible while others are talking. Don't interrupt them!

3. People look at the phone when you are talking

They look at phones, watches, look at the floor, even their shoes or anywhere else rather than paying attention to you. This means you have received a bad signal and again, you still don't realize it. If the opposite person looks elsewhere and looks as if they like to leave the office instead of staying at you to listen to you chattering, that's because they really want to.



If you need to report something urgent, send an email or message. Do not use your words.

4. You cannot answer a question within just one or two sentences

When someone asked you what time it was and you told them that someone had asked you the same before. Do you continue to mention having asked other people about this on the train and pulling things that are not-related? It is an unpleasant thing when listeners do not receive the answers they want from you, although you can say the exact time right away.

It is best to **answer the question within just one or two sentences** . Stop, listen to the question and think of the answer before you start talking. You don't have to say everything that appears in your head. Except that it's a discussion, be as brief as possible and don't complicate unnecessary things.



If you feel uncomfortable when you become a "talkative" at the office, do not be in crisis and absolutely do not go to your closest colleague to complain about this. Saying too much at the office - or anywhere - is a bad habit. However, you can completely control it just by having time and determination to control it.

Set this rule for yourself now: **Speak less, do more and commit to change.**

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