

# Do not lose your job because of silly mistakes

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## Quickly answer the e-mail

Most office workers are often bothered by answering e-mail in a very hasty way. Have you ever read an e-mail so quickly and immediately answered with angry words, then discovered that you misinterpreted the sender's idea? So you not only lose everyone's time but also ruin the relationship in your work.

Before answering an e-mail that makes you angry, ask yourself whether you feel comfortable explaining the response in a witness's position or if you want your answer posted on the page. cover The New York Times. If the answer is no, you should save the reply to the drafting folder to review it after the anger has cooled down. Reply to write the drill quickly sent. You should reread many times to make sure you have written exactly what you want to say, especially considering words that may mislead the recipient. Sometimes, the words in the letter may be interpreted more negatively than your intentions. And finally, do you want this letter to your boss or your HR manager?

## Losing colleagues face

Doing some remarkable work for a special customer, you decide to promote your presence. You call the administrator of another department in the company, introduce yourself and say ' *Carl, the IT manager (IT) I'm working on, is satisfied with my work.* . 'The administrator answered!' *Why do I care what Carl thinks?* . If Carl hears this comment - which is very often - then the disagreement between Carl and the other administrator will arise. More seriously, such easy-to-hurt remarks of the organization where you are working.

Suppose the desk staff instructed the problem that he or she could not solve for you. When talking to customers, you realize that the other employee has provided negative information about the company to customers. Here you may think that the employee is an idiot, but it is not good to say it back. If the boss hears you speak ill of colleagues with customers, you'll be in big trouble. It is better to keep the face of the company united in front of customers. Please solve the problem with your colleague privately.

## Conflict with the boss in front of the crowd



Suppose your boss made a mistake while presenting something before a lot of people, should you jump in and fix it right away, thinking that the boss will thank you for "saving" your boss. ?

Is not. Correcting your boss in public doesn't make your boss more fond of you. On the other hand, the boss will be uncomfortable because he looks silly, and may wonder why you didn't find that error before the presentation.

Be cautious of situations when your boss says something wrong in public. If the problem is really important, get close to him during recess and discreetly talk about the mistake. A wise and tolerant boss will confirm his mistake, apologize to the listener and will trust you. If it is not yet a break, try to signal your boss to be in particular. Don't speak out of your boss's mistake before everyone.

### **Cross the bridge to draw the board**

Many people often attack bosses and colleagues when they quit. Think carefully about this issue. At the Internet

boom in the 1990s, many IT staff left the company, hoping to start a business to get rich, but then went bankrupt. And most people who leave good impressions with their former owners have the opportunity to be recruited again.

So, be generous when you have to say goodbye. When you announce your departure, emphasize the advantages of the new job, not the defect of the old job. On the contrary, please state the reason why I was so grateful to work in the old place. If you learn something from your boss or coworker, let them know.

In general, there are many types of 'suicide occupations' that few people pay attention to. With calculated actions and words, you can minimize them.

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