



3 BAD WORK HABITS TO BREAK TODAY

Feel stressed and overworked? Well, it might not be entirely your job that is responsible for your hardships at the office. In fact, it could be you creating the problems more than anybody else. If you are engaging in poor work habits, it may be causing a great deal of your poor feelings to your job and career. Nix some of these work habit faux pas and you may be enjoying your job more by the end of the week! **You're Never On Time** According to Dr. Rock Goodman, NeuroLeadership Institute director and Your Brain at Work author, "People are most often behind schedule because they're not thinking about how long it takes to get from point A to point B, or because they leave things until the last minute. And these people usually haven't noticed the impact that running late has had on their performance and that of others." Repeatedly starting meetings behind schedule and missing important deadlines sends the message to your superiors and colleagues that you are unreliable. It also hinders the work of those around you. Do your work promptly and on time and you will begin to start building a better reputation around the office, and will keep those around you happy too. **You Have a Social Networking Addiction** Procrastination isn't the only reason you love checking social networking sites like Twitter and Facebook throughout the day. This can become an addictive and destructive habit. The best thing you can do is limit your time spent on these sites to out-of-office hours. Otherwise, you may waste away your day and your job. "Social interaction is addictive because it activates the rewards center of our brains. The more you do it, the more you want it—that's when it becomes distracting," says Dr. Rock. Not only is it addictive, but author of The Anti 9-to-5 Guide, Michelle Goodman points out that it can also put your job at risk. Bosses don't like to see that employees are playing instead of working, and according to Goodman, "these sites are frequently changing their privacy settings, so your page may be publicly broadcasted without you knowing it, which could land you in hot water." **Skipping Lunch** Lunch is an important meal of the day. It will keep you focused and energized for that dreadful last half of the work day. Aside from the health benefits, skipping lunch also give your brain a break. Taking a step away from your current project for an hour allows you the opportunity to rejuvenate your mind, and will keep you from burning out too quickly.

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