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### 3 COMMON WORKPLACE BLUNDERS TO AVOID

1. Not Speaking Up When You Have the Opportunity It has been said, "No one is going to speak up for you." No truer words have been spoken. If you want to command any kind of respect throughout the office, you need to speak up. This doesn't mean going over the top and always saying what's on your mind. The mark of a good business person is knowing when to speak and knowing when to keep your mouth shut. Sometimes being a good employee means knowing when to negotiate for that easier assignment, or knowing how to talk your way into a better project evaluation. These skills go a long way. However many seem content to sit idly by while those who know how to take initiative with communication continue to climb up the corporate ladder. 2. Accepting the First Offer that Comes Your Way Over the course of a career, many employees suffer by losing hundreds over thousands of dollars. Why? It's simple. They took the first offer that was handed to them in the beginning. Now, as a senior in the company, they could be \$100,000 richer, but decided to settle early on. You're not coming off as easy to work with by accepting a first offer. You're coming off as naive and weak. Learn the art of negotiation. Perfect your ability to negotiate with poise, class and firmness. In the end, you'll likely be giving the company even more of a reason to hire you. Why would they choose the person with no sense of negotiation over the person that's willing to fight for what they want? Easy, they wouldn't. 3. Taking Everything Way Too Personally Wanna learn how to survive in the office, and not fall to your death while climbing the corporate ladder? Well, it starts with learning how to not take everything personally. You spend over 40 hours a week with these people. You see them bright and early in the morning, you see them during high stress situations, and you get to deal with the first few hours of their weekend hangover. Chances are, at some point in time they will be gruff with you for no reason. It's just what happens when you spend an inordinate amount of your time with the same group of people. Learn how to not take it personally if someone snaps at you for no reason. It's a good trait to have both in and out of the office. No one wants to be around, promote or work under someone that spends a majority of their life with their feelings hurt about something stupid. Learn how to get over it and move on with life.

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