

## Workplace Habits That Can Ruin a Career

"For every employee, there are people lining up to take your job," says a career coach based in New York City, "and employers can be picky."

Meghan Casserly reported in *Forbes* what leading career coaches say can damage a career or get a person fired.

### Habit 1: You're addicted to email and texting

You can't stop scrolling through your phone. Constantly checking your phone conveys immaturity. To break the habit, "put the phone down." Turn it off, put it away, leave it where you can't see it or hear it. If you're waiting for a particular, time-sensitive email, let your coworkers know that's why you're checking your phone.

### Habit 2: You're full of excuses

You don't know the answer to your supervisor's questions, but try to talk your way around them. The result is you waste your time and your manager's time, too. To break the habit, gather necessary papers and your thoughts before a meeting, so you don't have to make excuses." Say "I'll find the answer," when you can't respond to a question.

### Habit 3: You set too many boundaries

Saying "That's not in my job description," may shorten the hours you spend on the job, but it will also shorten your career. The problem with being too self-protective is that your coworkers may think you're selfish. To break the habit, ask yourself who will take an annoying task if you pass it off.

Recognize that in busy periods, everyone picks up extra duties, so if you make yourself the exception, your career will suffer.

**Action:** Name one other habit that can ruin a career and explain why.