

Career Headlines



How Mistakes Can Affect Your Career

Successful people often make more mistakes than those who fail. But they also have more successes.

No one expects you to be perfect all the time at work. It's when you make the same mistake over and over that you need to worry.

If you make work mistakes frequently, ask yourself these questions:

- What am I doing wrong?
- What should I do differently?

Why Mistakes Happen at Work

Mistakes occur for many reasons. If you know the reason, you can prevent the same type of mistake from happening again. If you don't know why you make mistakes at work, ask yourself if any of the following are the reasons:

- Not listening to instructions
- Misinterpreting the intent of your task
- Being overworked
- Having inadequate training
- Being under time pressure
- Not paying attention to what you are doing



How to Recover from a Mistake at Work

Everyone makes mistakes on the job. How you handle a mistake usually is more important than the actual thing you did. Try these ways to recover from a mistake:

- Explain the problem. It may not be as big a mistake as you think.
- Remain calm. Your behavior will influence how others respond.
- Show that you can take the heat. Panic later in private.
- Accept responsibility. Don't blame someone else. Others will know.
- Offer a solution. The quicker you fix a problem, the better. Bounce back. Don't let a mistake destroy your previous successes.

Action: Choose from **Why Mistakes Happen at Work** the reasons why you personally make the most mistakes. From **How to Recover from a Mistake at Work**, choose any guidelines you think would be hard for you to follow.

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