

Teamwork and Work Habits – Activity 8

The Top Eight Behaviors That Cause On-The-Job Difficulties

1. Dishonesty and lying
2. Irresponsibility, goofing off, and attending to personal business on company time
3. Arrogance, ego problem, and excessive aggressiveness
4. Absenteeism and lateness
5. Not following instructions or ignoring company policies
6. Whining or complaining about the company or the job
7. Absence of commitment, concern, or dedication
8. Laziness and lack of motivation and enthusiasm

Other negative behaviors include lack of character, inability to get along well with others, disrespect, displays of anger or pettiness, making ill-informed decisions, and taking credit for work done by others.

--Source: *Office Administration and Automation* (February, 1985), p.8

Soft Skills @ Work

