# BAD BEHAVIORS TO AVOID AT WORK

## *Using the below scale, determine to which degree you might demonstrate the below behaviors.*

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| **1** | I never act this way |
| **2** | I rarely act this way |
| **3** | I sometimes act this way |
| **4** | I often exhibit this behavior |
| **5** | This is a bad habit I need to address |

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| Bad Behaviors | **1** | **2** | **3** | **4** | **5** |
| **Passive Behavior:**  A habit of acting passively to fit in or to avoid making mistakes, being criticized, or being embarrassed. Not taking the initiative but waiting for others to do it. |  |  |  |  |  |
| **Aggressive Behavior:**  Use of threats, intimidation, belittlement, or domination etc. to vent your frustration or anger or to get what you want. |  |  |  |  |  |
| **Arrogant Behavior:**  Thinking that you know the right answers so there is no need to hear others’ opinions. Knowing that you are better than others and feel entitled to special treatment. |  |  |  |  |  |
| **Manipulative Behavior:**  Trying to get what you want through flattery, bending the truth or sabotage (starting rumors, deliberately working against or withholding information). |  |  |  |  |  |
| **Negative Behavior:**  A habit of *excessively* seeing and commenting on the negative by criticizing, complaining, and being plain negative. |  |  |  |  |  |

How can you work on avoiding these behaviors?

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