

BAD BEHAVIORS TO AVOID AT WORK

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

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

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive Behavior: Use of threats, intimidation, belittlement, or domination etc. to vent your frustration or anger or to get what you want.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manipulative Behavior: Trying to get what you want through flattery, bending the truth or sabotage (starting rumors, deliberately working against or withholding information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Behavior: A habit of <i>excessively</i> seeing and commenting on the negative by criticizing, complaining, and being plain negative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can you work on avoiding these behaviors?