

BEHAVIORS TO AVOID AT WORK

To what degree might you demonstrate the behaviors below?

| | |
|---|-----------------------------------|
| 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 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: Using threats, intimidation, belittlement, domination, etc., to vent your frustration or anger or 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 that 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 sabotaging (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?