



Personal Reputation at Work

Personal reputation at work is the key to progress. If you recognize this factor you are on the right path. As such your effort should be to be known as a good worker and respected by your colleagues.

It is personally satisfying to know that you are liked and admired by others. Getting good reputation and sustaining it is not very difficult. You have to work for it and take certain precautions to avoid some pitfalls during your journey to advancement.

Shun gossip as leprosy. Gossip is usually started by a person who is jealous and wants to go up the ladder by hook or by crook. Be aware of the fact that it is a trap you should not fall into.

If the gossip is about you, do all that you can to disprove it and then ignore it as if you are not bothered about it. Those who thrive on gossip want you to react. Don't oblige them, it will die down. In case, it still doesn't stop, don't hesitate to take the help of the **human resources** personnel, whose job is to come to the rescue of the needy.

Don't entertain those who come to you complaining against others. Tell them that you are not interested in hearing such things and ask them to go to those people concerned instead of coming to you.

Simply don't lend your ear to any stories. Listening to stories is as bad as telling them. Just walk away from them.

Now look to the positive aspects. Dress yourself appropriately. How you present yourself shows what kind of a person you are. Take pride in your appearance. You should be well-groomed. Your clothes should be neat and tidy, besides well fitting. Follow the official dress code. If you don't know of it ask somebody.