

Want to Be Happy at Work? You Need to Break These 10 Bad Habits

Summary: *There are some work habits that need to be shown the door so that they stop interfering with your work performance and relationships.*



A new you at work can happen anytime – you don't have to wait for the new year to make changes. Start now to become a better person at work by ditching the bad habits and being a more efficient and positive employee. Here are some bad habits that need to go now:

1. Complaining about Monday all the time. We all love the weekend and no one particularly enjoys going back to work on Monday, but make the most of it and find something positive about Monday instead of bringing everyone down with negativity.
2. Checking your social media at work. It may be Facebook, Twitter, Instagram or whatever other social media site you enjoy, but checking these sites while at work, on the clock, does nothing for productivity. If your job requires you to be on social media that is fine, but **stay on task** and stop checking on your friend's profile to see what they did over the weekend.
3. Comparing yourself to coworkers. No two people are the same, so don't compare your work to others, because there is a chance that your work isn't as good. Be the best you can be and focus on that since it is the only thing you have control over.
4. Leaving the coffee pot empty. If you emptied the pot then replace it – simple enough. The same goes for if you emptied the toilet paper in the bathroom, the paper in the printer, or anything else around the office.
5. Going to work hungover. This isn't a college job where you can get away with being hungover—ever. If you are not able to go to work and perform at 100 percent, then take a sick day.
6. Settling. You should **love your job** If you feel stuck, whether it is because of a lack of upward growth opportunities or not doing something you enjoy doing, start looking for a way to



improve things now.

7. Overtasking yourself. If you are jumping around from email to conference calls to phone calls to projects to reports, then there is a good chance you are missing things and not being as productive as you could be. The time it takes to focus on one task and then jump to another takes longer than if you had stayed focused on just the first task, completed it and then moved on.
8. Being frequently late. When you are expected to be at work, be there. When you are late for work on a regular basis, you appear unprepared and uncaring.
9. Procrastinating. The excuses you come up with to put something off until tomorrow or the next day or the next will run out. Suck it up and tackle something when you plan to so that it stops taking space in your mind.
10. For freelancers or those working from home—not getting out of the house. While working from home is awesome, staying in your pajamas all day can affect your productivity. Getting dressed and getting out into the real world where you see other adults and carry on conversations will help get your creative juices going.

To learn more about staying happy at work, read this article: [Self-Improvement Tips to Stay Happier at Work](#).

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