

Office Faux Pas that Could Jeopardize Your Career

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10 Office Mistakes Lawyers Frequently Make



No one is perfect around the office. ALL of us make mistakes.

Learning from those mistakes, however, is another story. Lawyers who continually make the same office mistakes are putting their careers on the line.

BOUNCE BACK from your faux pas by correcting these top ten office mistakes.

1. Revealing too much to co-workers.

While having some social moments at work are necessary and even healthy, revealing too much about your life may end up harming your career and advancement within the firm.

2. Undervaluing your staff.

Take the time to **challenge your employees** so they can perform to their maximum potential.

Thanking them and offering them tokens of your appreciation will also go a long way to ensure their loyalty and praise.

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3. Overspending your entertainment/marketing budget.

Many people take advantage of their expense accounts and spend more than they should. What you don't know is that when it comes time to downsize, the people who cost the firm the most are likely the first ones to go.

When you're traveling and entertaining, **do your best not to break the bank** and live the "5 star" life.

4. Basking in your success.

While it's okay to pat yourself on the back for a job well done, you should **celebrate for a moment and move on** to bigger and better things.

Keep striving to achieve more. That's the only way to stay on everyone's mind – especially the ones who can help take your career to new heights.

5. Waiting for things to happen.

If you want something, you need to **be make it happen!**

Schedule an appointment with your boss to talk about your position in the firm, or send out emails to the relevant parties involved when you complete a tough task.

6. Sticking to your desk.

Sometimes working harder will hinder you from working smarter.

Whether there's an office soccer team or a professional network in your area that meets up once a month, making professional connections at the office and in the industry is important if you want to get ahead in your career and find success.

7. Having a false sense of privacy.

Almost every firm tracks what employees do, and you're no exception. **Ensure that you never send around any email that could hurt your career.**

Damaging email can come in the form of badmouthing colleagues or sending around sensitive information. You may even get fired for spending too much time on social email.

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8. Asking for a raise at a bad time.

If you're going to ask for a raise, you need to make sure that the firm had a good year and that you've done your homework. Make sure to present a compelling argument as to why you deserve one. What have you accomplished for the firm? You need to figure this out before setting up the meeting.

9. Treating your boss like a boss.

Do not alienate your boss. He or she is human - just like you. Think of yourself as a support system for your boss. Imagine that she's your client and your mission is to show yourself as a leader and a professional.

10. Being too honest.

Honesty is sometimes NOT the best policy at work. It's never a good idea to criticize anyone without an open request to do so, and even then, you must choose your words very carefully.

Don't let office mistakes ruin your career!

For a successful career - be kind, be courteous, and be sure to play by the rules.

Adapted from article [11 Office Mistakes Women Make](#) by Amanda Rice.

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