

5 Ways to Deal with Difficult Coworkers

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The Easy Way to Steer Clear of Problem People

Conflict in the workplace is nothing new. We've all dealt with it at one point or another.

Some instances, though, are easier than others.

Personal attacks can undermine your professional standing - not to mention your self esteem.

While you can't change people from being downright difficult, you can **LEARN HOW TO AVOID THEM.**

Here are five tips for dealing with problem people at the office.

1. Identify problem people.

Learn to recognize when a coworker is "toxic." A toxic coworker can take the form of a cut-you-downer, a two-faced backstabber, a gossip, a meddler, an instigator, or a nasty competitor.

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2. Assess the situation.

When the shock of the situation subsides, relax and take a deep breath. Take a moment to understand what is happening to you and realize that you're not alone.

3. Take action.

Your situation won't improve unless you do something about it. In fact, left unaddressed, it usually gets worse.

Let the coworker in question know that you will notify a higher authority if necessary.

4. Don't let the problem grow.

Take swift action. If you don't, you may become so angry that your efforts to address the situation could become irrational.

Tackle the problem while you **maintain some objectivity and emotional control.**

5. Don't sink to their level!

Again, don't behave irrationally in order to "get back" at a coworker. As problematic as the person may be, there are many dysfunctional approaches to dealing with them.

Some common no-no's include:

- anonymous notes
- gossiping
- bad-mouthing him or her to the boss.

No one is perfect, but unruly, nasty behavior should not be tolerated - ever!

Don't be a victim of sharp-tongued coworker.

TAKE ACTION and SAVE YOUR SANITY!

Adapted from article [10 Tips for Dealing with Difficult Coworkers](#) by AllBusiness.com.

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