

35 of the 101 Unconscious Mistakes That Sabotage Careers

How You Play the Game

- Pretending It Isn't a Game
- Working Hard
- Working Without a Break
- Avoiding Office Politics
- Failing to Capitalize on Relationships

How You Act

- Polling Before Making a Decision
- Needing to Be Liked
- Not Needing to Be Liked
- Sharing Too Much Personal Information
- Decorating Your Office Like Your Living Room

How You Think

- Taking Full Responsibility
- Skipping Meetings
- Putting Work Ahead of Your Personal Life
- Letting People Waste Your Time
- Making Up Negative Stories

How You Brand and Market Yourself

- Failing to Define Your Brand
- Using Only Your Nickname or First Name
- Giving Away Your Ideas
- Ignoring Feedback
- Being Invisible

How You Sound

- Couching Statements as Questions
- Using Preambles
- Apologizing
- Not Answering the Question
- Trailing Voice Mails

How You Look

- Smiling Inappropriately
- Being Over- or Under- Animated
- Wearing Your Reading Glasses Around Your Neck
- Dressing Inappropriately
- Sitting in Meetings with Your Hands Under the Table

How You Respond

- Exhibiting Too Much Patience
- Accepting Dead-End Assignments
- Being the Last to Speak
- Permitting Other's Mistakes to Inconvenience You
- Tolerating Sexual Harassment

*Nice Girls Don't Get the
Corner Office: 101 Unconscious
Mistakes Women Make That
Sabotage Their Careers*

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