

8 Things You Should Never Do in Office

1. Peep into someone's laptop/desktop

The most annoying person in office is the one who peeps into his colleagues laptop screen. Make sure you are not this annoying person. No matter the urge to see what other people are up to, you must save yourself the embarrassment of being labelled the office's peeping tom.

2. Walk around like you own the place

It is great to be confident, but it is a sin to be cocky. So under no circumstances should you walk around like you own the place. It is advisable to keep your smartness in check and not throw your weight around. Keep it easy going and genuine, and everyone in office will like you instead of bitching about you.

3. Be loud

Oh my GOD! Please don't be that loud person in office. Keep your voice level in check, do not play loud music and stay clear of all things loud. Loud people annoy colleagues like few other people/things do. Train yourself to talk softly yet be audible.

4. Gossip

We are sure you have heard this one before. It is imperative to stay clear of gossip, but we all know that this is not possible. Every nook and corner of office is full of gossip mongers. What you can do however, is keep your tongue in check. Don't bitch everyone out to everyone, and don't allow others to christen you the gossip king.

5. Stealing

Every office goer at some point in time is inclined to steal some office stationery: a pen, a paper, a folder, or a print out. Doing so once in a blue moon is okay, but don't make a habit of it. Stealing is bad and you will be answerable and payable if you are caught.

6. Lie/Blame others

When you find yourself in a soup or in tough situations you will be inclined to lie or shift the blame of your wrong doing on someone else. If you do this, you are putting not only your reputation at stake but your job too. Always stick to the honesty policy and play fair.

7. Share your personal problems

No one lives an easy life. Everyone has their share of personal problems just as you have yours. It would be naïve to share your personal problems with your work colleagues. We suggest you leave these issues at home and come to office with a clear mind. Remember, your colleagues aren't your personal agony aunts.

8. Make out

Irrespective of how hot that colleague of yours is, making out in the office is just unpardonable. Making out is an extremely private affair and an office is the least private of places you know. Besides, if somebody catches you in the act, you can bid your job farewell.

This is our list of general don'ts in work environments. Avoid committing these errors and you are sure to stay in the office good books.