

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Office Politics

Whether you're employed at a business with just a handful of co-workers or labor within a corporation with hundreds or thousands of fellow cogs, there will always be "office politics." Office politics is different from office gossip. Office gossip may strictly be a social activity (good or bad); but office politics is pursued with the objective of gaining some sort of workplace advantage, such as a raise, a better office or just the attention of the boss.

When you're new on the job, office politics are often confusing and occasionally treacherous. Every worker occasionally engages in a little office politicking at various times. It's part of the process of getting noticed, though it should be practiced sparingly and always with integrity and respect for others. Use it to help your cause, not to knock down someone else's.

For the most part, the best way to engage in office politics is just to avoid it. Stay above the fray. Here are some tips to help:

- Choose your words carefully, but be honest and sincere
- Compliment a lot, criticize just a little
- Avoid gossip and rumor-mongering
- Be positive
- Stay out of the line of fire—don't get involved in matters that don't involve you
- Help everyone
- Empathize with others
- Disagree without disrespect or condescension
- Learn how to connect and relate