

Mistakes to Avoid At Work

GoSkills online course syllabus

Skill level

Beginner

Lessons

23

Pre-requisites

No prior experience needed

Video duration

21m

Estimated study time

21m 57s

Instructor

Julie Nisbet

Introduction

- 1 Boost your career by avoiding key mistakes**
Knowing what to avoid in your career will boost your ability to guide yourself to success.

Mistakes when Presenting Yourself

- 2 Dwelling on the past**
When you're starting a new job, it can be easy to dwell on the past.
- 3 Taking on too much, too soon**
Oftentimes, when you want to make a big impact on the new team, you take on a lot of work.
- 4 Not understanding company culture**
Sometimes you can get in real trouble by simply not understanding the company's culture.
- 5 Complaining too much**
Nobody likes working with someone who complains too much. After watching this video, you'll be able to vent strategically to the right people.

Mistakes when Working with Others

- 6 Being a bad listener**
Sometimes you can get really excited to share and not really be a good listener.
- 7 Lacking initiative or showing too much**
If you're the type of person who likes to work in the zone.

8 Forgetting details

As things are quickly moving in any office, it's easy to forget details.

9 Not asking for help

Frequently, when we want to show others how good we are.

10 Not checking in with your boss

There's never a good idea to assume your boss knows what you're working on.

Foundational Skills

11 Being late

Nobody likes someone who is often late. After watching this video, you will be able to improve your punctuality.

12 Communicating too casually

It's easy to take the road of communicating in a very casual manner.

13 Getting pulled into office drama

It's all too easy to get pulled into office politics and drama. After watching this video, you will be able to rise above office politics.

14 Treating office events too casually

There's a time to work in a time to play.

Mistakes when Using Technology

15 Blending work and personal time

These days with so many people working remotely, it's easy to blend your work with your personal time.

16 Using social media at work

Most everyone uses social media these days. After watching this video, you'll be able to use social media with your work colleagues appropriately.

17 Getting too distracted

It's easy to get pulled in and distracted at work. After watching this video, you will be able to improve your focus.

Mistakes when Advancing Your Career

18 Not tracking your accomplishments

It would be best if you didn't wait for the review time to try to come up with all the things you accomplished in a year.

19 Not setting goals

It's key that you set goals so that you are able to achieve big things. After watching this video, you will be able to set goals for yourself.

20 Not looking for opportunities

One of the best ways to save valuable is to continue to explore the market for your labor.

21 Not knowing when to move on

Oftentimes people can end up staying in jobs for too long.

22 Getting burned out

It's easy to get burned out on the job. After watching this video, you'll be able to avoid being burned out. And instead thrive in your role.

Next Steps

23 Avoiding future mistakes

Learning how to guide yourself through your day to day for success is a fundamental skill.

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