

# 10 Worst Workplace Habits

Harriet Schechter

1. Don't return phone calls.
2. Don't answer correspondence.
3. Be unreliable.
4. Miss deadlines.
5. Lose paperwork.
6. Borrow without returning.
7. Repeatedly reschedule.
8. Missing appointments/meetings.
9. Show up unprepared.
10. Always show up late.

