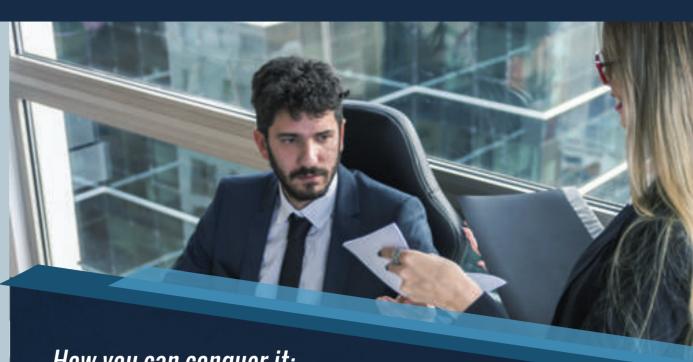
Common Workplace AND HOW TO CONQUER THEM

Fear of losing your job.

You're afraid to speak up and share your ideas to the team, fearing it will cost you your job.



How you can conquer it:

Put your mind at ease. You will not lose your job as long as you're doing it for the benefit of your career and the company. Do you have a better idea for that project? Go voice it out!



Make a habit to interest yourself in programs, websites, and/or news that matter to your manager and your team. This will not only lift up your fears but will make you relevant, confident, and valuable to them, as well.

Fear of being wrong or looking dumb.

You're terrified at the thought that your colleagues will think you're unaware and irrelevant.

Fear of stepping on someone's toes

You don't share your ideas or offer help, because you fear they will think you're interfering.



How you can conquer it:

Ask nicely. Instead of directly saying, "I have some ideas that I think are better." Make a polite approach and ask, "I have more ideas. May I share them with you?" or "Would I be interfering if I share my ideas?"



How you can conquer it:

Choose the right time and situation to approach your boss. Don't make a move if you think he's having a rough day or is too busy to talk to anyone. Be sensitive and be aware of one's body language.

Fear of being yelled at.

You refuse to approach your leader or manager, fearing he will yell at you and it will cost you your job.

15

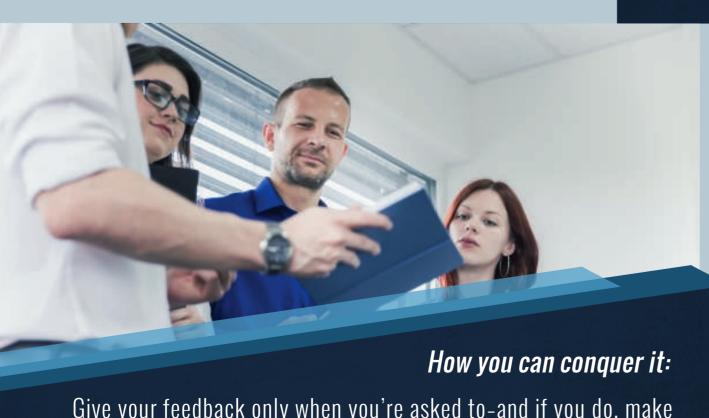
Fear of standing up for yourself.

You never tell anyone the bad things you're experiencing at work, because you're afraid it will only make things worse.



How you can conquer it:

Bullying is one of the common problems that every workplace has. Ask yourself what will happen if you speak up. You can also practice saying the words with a colleague you trust the most.



Give your feedback only when you're asked to-and if you do, make sure to give only constructive criticism. Always ask, "May I tell you what I see?" Your colleagues will never think that way if you're polite and nice with your approach.

Fear of looking egotistic or know-it-all.

You're frightened to give feedback to your colleagues as they may think you're bragging or acting as if you know everything.







