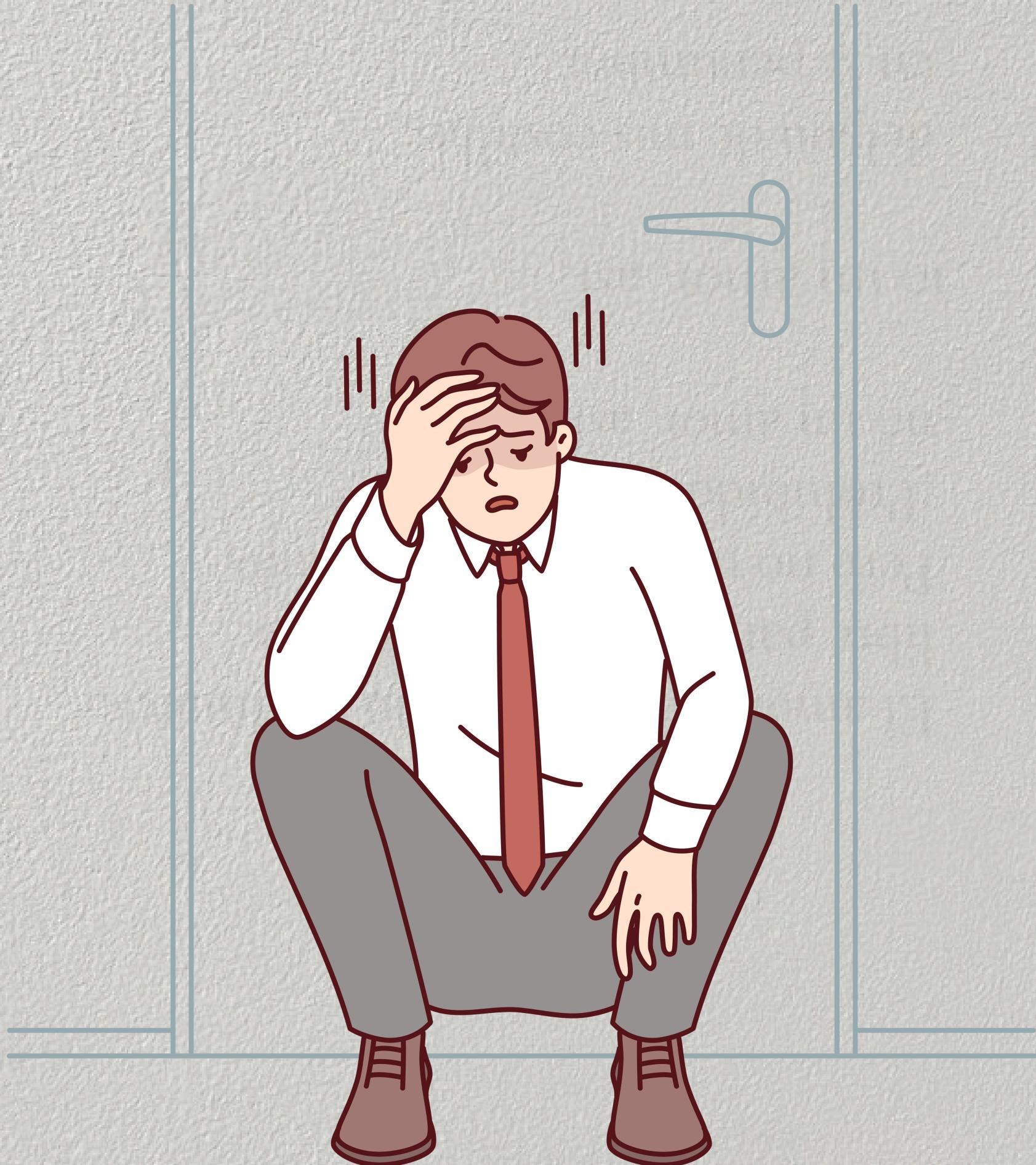


# 7 MISTAKES YOU'RE MAKING AT WORK WITHOUT REALIZING IT



# 1. Focusing on Effort over Impact

- Being busy isn't the same as being productive.
- Leaders value results, not just hours worked.
- Focus on what moves the needle, not everything on your to-do list.

## 2. Overpromising and underdelivering

- Saying “yes” to everything can damage trust when you can’t follow through.
- People respect reliability more than overcommitment.
- Learn to balance ambition with realistic execution.

### **3. Avoiding difficult conversations.**

- Dodging conflict doesn't solve problems—it makes them worse.
- Addressing issues early shows maturity and earns respect.
- Constructive feedback builds stronger relationships.

## 4. Ignoring workplace dynamics

- Success isn't just about output; it's about relationships and team culture.
- Understand unspoken rules and adapt.
- Strong connections open doors that talent alone can't.

## 5. Waiting for recognition

- Assuming your work will speak for itself often leaves you overlooked.
- Share your contributions subtly and contextually.
- Advocacy isn't bragging; it's being seen.

## 6. Thinking “that’s not my job

- Growth happens when you step outside your role.
- Leaders notice when you help beyond your scope.
- Go beyond tasks and show you’re invested in the bigger picture.

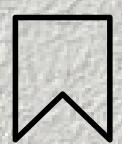
## 7. Forgetting the value of emotional intelligence.

- Your technical skills matter, but how you treat people matters more.
- Empathy, listening, and self-awareness build trust.
- Influence comes from understanding people, not just tasks.

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