

Office Etiquette: Tips To Overcome Bad Manners At Work

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"James" (name changed) didn't realize he was causing anger and frustration

among his coworkers. Because he scheduled meetings back-to-back, he would regularly show up to his next meeting 10-15 minutes late. James also checked his email messages and took cell phone calls – during meetings.

Worse yet, because James wanted his manager to view him as productive, he rarely took days off when he was sick; choosing, instead, to come to work and expose his coworkers while he coughed and sneezed his way through the day.

Sound familiar? Unfortunately, the workplace can become stressful when employees don't follow basic office etiquette. Why is office etiquette important? Because bad manners at work can be bad for business by negatively affecting employee morale and productivity.

To ensure a happy and productive work environment, every employee (not just management) should act as a role model by demonstrating the following good manners:

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