

5 Bad Habits That Could Cost Your Job

1. Poor punctuality

Running late once in a while is okay, traffic happens to everyone. Coming in 15 minutes late everyday is not okay, even if your employer is lenient. You may think that as long as you get your job done it doesn't matter if you hit the snooze and mosey in a few minutes late, but after a while people start to notice. You don't want to give the impression your job is not a priority or that your time is more valuable than everyone else's. You knew your hours when you accepted your job, so stick to them.

2. Procrastination

Procrastinating is common when you don't have a hard deadline and "work better under stress." However, leaving no extra room for reviews and revision can lead to problems. In the morning set a "Five Before Five" list and stick it to your monitor so you see it often. These should be the five biggest tasks you want to accomplish during the day. Seeing your tasks will help you stay focused and set on the goal.

3. Sloppy emails

In one day you'll send and receive dozens of emails from co-workers, your boss, clients and most likely a few friends and family members. It's easy to fall into the trap of quickly typing and hitting send without reading through the email for errors and making sure it's being sent to the correct recipient...which also means it's easy to make a mistake. Avoid sending a snarky email meant for your coworker to the entire department by accidentally hitting "reply all." Keep a professional tone, proofread and stay as brief and to the point as possible if you want to appear professional and be taken seriously.

4. Unprofessionally dressed

So your workplace isn't exactly the Fashion District, you figure it's okay to slowly stretch "Casual Friday" throughout the rest of the work week...after all you have been at the company six years now. A pair of jeans here, throwing on a hooded sweatshirt (because it's freezing anyway!) over your oxford there, slipping on a pair of Crocs with some wrinkled khakis... it's easy to get carried away. Like the freecreditreport.com commercial says, "Dress for the job you want, not the job you have." Wearing clean, wrinkle-free, professional attire tells everyone you are a professional and should be respected. It's hard to take someone wearing orange Crocs seriously, even if you do have an MBA.

5. Negativity

If your job was supposed to be fun all the time, it wouldn't be called work. However, complaining to anyone who will listen should be kept to a minimum and preferably to an outside source, like a friend not employed by your company. Remember the difference between voicing your concerns professionally and just complaining.