



Dealing with Mistakes at Work



We all make mistakes at work at some point in time. These can range from not following directions or overlooking parts of a job to errors in communication and judgement. One important aspect of successful people is that they make mistakes, but have learned to use them as tools to gain new knowledge and skills. Following are common experiences that we can learn from in performing our jobs:

1. **Ignoring Problems-** being concerned to address an issue out of fear that it will cause other problems can many times result in bigger challenges. If you are not sure if you should address a concern, consider asking others you trust for guidance.
2. **Being too independent-** while many employers appreciate employees who can work independently, it is also important to keep the appropriate people advised of your work and to admit when you are taking on a task that you do not understand or do not have the skills to do.
3. **Communication-** the ability to communicate covers many aspects of a job; the ability to listen to others, the ability to be understood, and being confident enough in your job to be able to accept feedback and to use it effectively. One way to assure you are communicating effectively is to ask for feedback on a regular basis.
4. **Conflict-** there is always the potential for conflict at work due to employees differing opinions, beliefs, values and skill levels. At work, it is important to concentrate on the tasks at hand and not to let outside issues interfere with work performance. If differences arise in regard to doing a job, it is important that an agreement can be reached so the work can be done in an effective manner.
5. **Fear of failure-** many times employees are concerned that if they do fail it is looked on negatively by their employer. The important thing is to learn from the mistake and use it to improve your future job performance.

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