

What Do You Do When a Co-Worker Bugs You?



1. Zip It!

Don't respond right away. ("Bite your lip.") Take time to think about what you want to say. Lashing out just leads to — more lashing out.

2. Say It!

When you are ready to respond, don't hide behind email. An actual conversation is the best way to resolve conflict. Try the phone.

3. Use It!

Try to find something positive about that person's work. Use it as a starting point to a conversation aimed at improving the relationship.