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BUS 165

Garton

Mea Culpa was published in the August/September edition of *OfficePro* magazine on pages 30-33. This article highlights the causes of common workplace mistakes and how to fix them. I love how modern this magazine is. It starts with a retelling of a famous, recent workplace mistake: Charlie Sheen very publically criticizing his boss and losing his job over it.

Fortunately, most people won't have to do that publically. The article recommends not publically outing or criticizing your manager unless you don't care about losing your job. It's not something I would do even if I didn't care about my job because the economy is so bad, and it'll be difficult to find another one. The article continues to talk about the different causes of mistakes.

One cause of mistakes is called workplace overload. This occurs when the administrative professional has too many projects and activities going on and starts to lose track of things she needs to do. Some of these mistakes are little and easily fixed, but some of them are large and critical to the success of the project. Workplace overload can be avoided by being organized, turning down extra projects, and asking your manager to prioritize your activities.

Another cause of mistakes in the workplace are false starts. The article states that this usually occurs when there isn't a meeting before the beginning of the project. This causes the

manager and the administrative assistant to have different visions for the project. If the differences can't be reconciled, then the project may need to be majorly overhauled or be started over to achieve the desired result. This can be avoided by asking a lot of questions. When the administrative assistant isn't sure of something, he or she should ask.

It's also important to follow up. The article suggests keeping different folders in your inbox for different types of email. Go through this folder occasionally and see if there's any that need more information or a response.

The final cause of mistakes might not even be your fault. These are the office politics. This refers to the different personality types and actions of the people in the office. It's important to be aware that these are going on and to speak up when necessary, but also be quiet when necessary. You should also act according to your morals and make good ethical decisions, even if the people around you don't. The avoidance of this type of mistake will be highly dependent on you and your surroundings.

The thing that all of these mistakes have in common is that they can all be avoided or solved by communication. Communication is key in the workplace. If you do make a mistake, communication is also key to handling it. The article suggests avoiding getting defensive, don't try to cover it up, apologize, and show that you've learned from your mistakes.

Works Cited

McCullum, Kenya. "Mea Culpa." *Office Pro*. Aug/Sep: 30-33. Web. 2 Oct. 2011.