

## **Talking to your Co-Worker about Annoying Personal Phone Calls**

Before you decide to talk to your co-worker about taking so many personal phone calls at work, take a minute to ask yourself why you care and why you're eavesdropping on them in the first place. If chatty Jane's frequent phone breaks are not adversely affecting her work and you are just annoyed on principle, stop being judgmental and leave well enough alone. If her excessive phone calls *are* interfering with her work, you don't need to say anything to anyone. Sooner or later the boss will intervene and the problem will be solved for you.

If the phone calls are interfering with *your* work because all the noise makes it difficult for you to concentrate, invest in some earplugs or work while listening to classical music on your iPod. If neither one of those things helps, then it's okay to politely let your co-worker know that you have difficulty concentrating when she is on the phone. Ask her if she would mind taking personal phone calls on her cell in the hallway.

If your co-worker's personal phone calls bother you because you're the one who answers the office phones and all her friends and family are creating extra work for you. . . *ahem*. Sorry, but it's your *job* to answer the phone, no matter who is calling. Save yourself the embarrassment of looking silly by complaining to your co-worker or anyone else. They are likely to be unsympathetic to your plight.

*Sherri Elliott is the founder and CEO of human resources consulting companies Optimance Workforce Strategies and Gen InsYght, as well as the author of Ties to Tattoos: Turning Generational Differences into a Competitive Advantage. She has over 15 years experience as a trusted advisor and human resources consultant to companies ranging from small startups to large international corporations. She is a Senior Professional in Human Resources (SPHR) and holds an Associate designation in Risk Management (ARM).*

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