



# 10 Tips For Dealing With A Lazy Co-Worker

Your office is busy, there is lots to be done, deadlines to make, phone calls to return, patients needing assistance and yet not everyone is doing their part. What can a person do who finds themselves working side by side a person who isn't doing their share of the work? Steve Robbins, an executive coach, recently wrote an article in Forbes Magazine that offers some helpful hints on dealing with a slothful colleague. Here are the highpoints of his article; a link to the whole article is found below.

## Getting and Keeping GOOD EMPLOYEES

Here's a list of the top ten perks that employees value in today's culture, particularly among Millennials.

1. **Salary Increases**
2. **Better Benefits**
3. **Flexible Schedule**
4. **Increase in Employee Recognition**
5. **Ask Employees what they want and put feedback into action**
6. **Training and Learning Opportunities**
7. **Hire Additional Workers to Ease Workloads**
8. **Academic Reimbursements**
9. **Carve Out Specific Career Paths and Promote More**
10. **A More Casual Dress Code**

<http://www.forbes.com/pictures/efeh45iede/what-it-takes-to-retain-your-top-talent/>

For more information or assistance with conflict in the workplace, contact:

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1. **Don't let them distract you.** Don't spend your day focusing on the fact that your lazy co-worker is constantly checking Facebook, texting or snoring at the desk next to yours. Try to tune them out and focus on your work.
2. **Don't get caught up in the issue of fairness.** Life isn't fair. Focus on being the best that you can be.
3. **Don't let it affect your attitude.** If you waste your time and energy on being angry or annoyed about your lazy colleague, your work performance may start slipping and you may be less pleasant to be around.
4. **Don't tattle.** If you go to your boss and say, 'I'm at a point where I can't go any further with this project because I'm waiting for Bill to finish his part. What can we do about this?,' it gets the point across without your seeming like a tattler."
5. **Don't let their ways rub off on you.** Don't get sucked into their routine of two-hour lunch breaks and dozens of trips to the restroom or water cooler. If they start chatting with you, let them know you're busy.
6. **Don't let their work become your responsibility.** If you're on the same team or share the same responsibilities, don't pick up the work they aren't doing. You're not their babysitter or their parent.
7. **Don't let them affect your success.** A lazy colleague can hinder your progress. If your boss notices work isn't getting done, don't let the blame fall on you. This is your opportunity to speak up, if you haven't done so already.
8. **Use the opportunity to become a leader.** Showing up, showing some ambition and offering to help lead the way can be a win-win for you and your employer.
9. **Don't gossip or complain to other colleagues.** It's unprofessional and immature.
10. **Communicate with your co-worker.** He or she might not be lazy. Instead, they might be unclear of their tasks and deadlines. OR...they could be distracted by a health issue or family problem. Life happens to us all..

<http://www.forbes.com/pictures/efkk45jhdd/11-tips-for-dealing-with-a-lazy-co-worker/>

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Don't find fault; find a remedy!

— Henry Ford