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Handle a difficult co-worker

Put the brakes on a toxic colleague before she stops you from doing your job well.

✳ **Quiet a gossiper.** Mention something positive about the ridiculed person. For example, if the rumormonger says, “Karen talks way too much,” counter with, “I think Karen makes good points.”

✳ **Confront a credit thief.** Someone stole your idea? Have a talk with the person—otherwise, she’s apt to do it again. Say

something like, “You might not remember, but that idea you gave our boss was actually mine. Can you please let her know?”

✳ **Cure a “chatty Cathy.”** Wait for a pause in the conversation and politely say, “I’m having a hard time focusing on my work. Can we catch up another time?” You’ll get her to be quiet without being rude.

Source: Donna Flagg, author of *Surviving Dreaded Conversations: Talk Through Any Difficult Situation at Work*