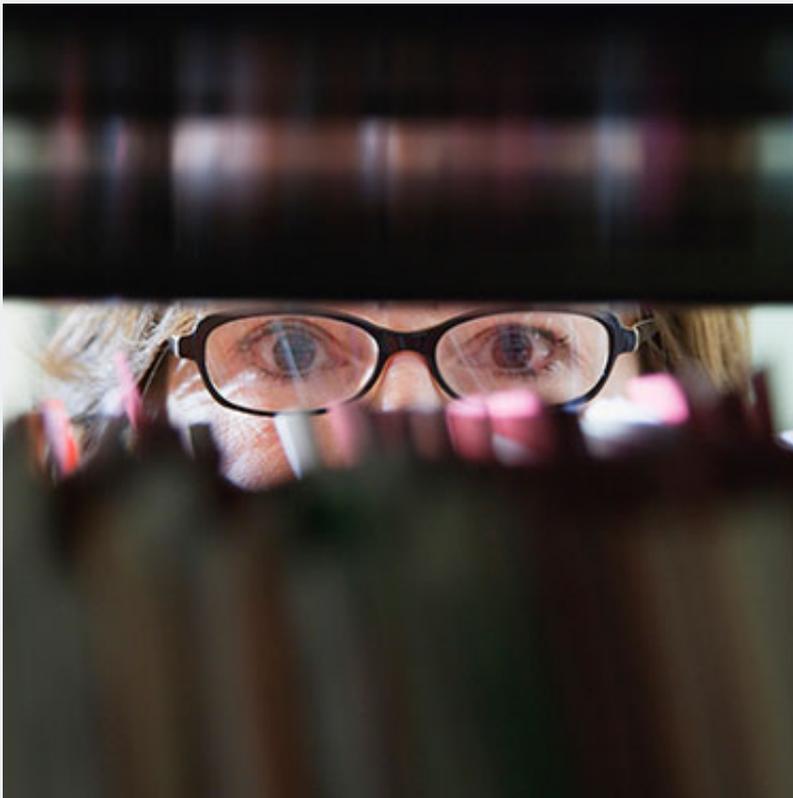


# 8 Awkward Work Moments and How to Recover

By [Natasha Burton \(/topic/natasha-burton\)](/topic/natasha-burton) September 14, 2015



## Rebound Strategy

Awkward moments can happen unexpected because work is a setting (<https://www.daily-cons-of-open-office-layouts-and-working-fro>) judged by our actions — and our very livelih (<https://www.dailyworth.com/posts/3784-ho>) embarrassing moments can come with extra off an uncomfortable situation with a friend to do so with your colleagues or boss.

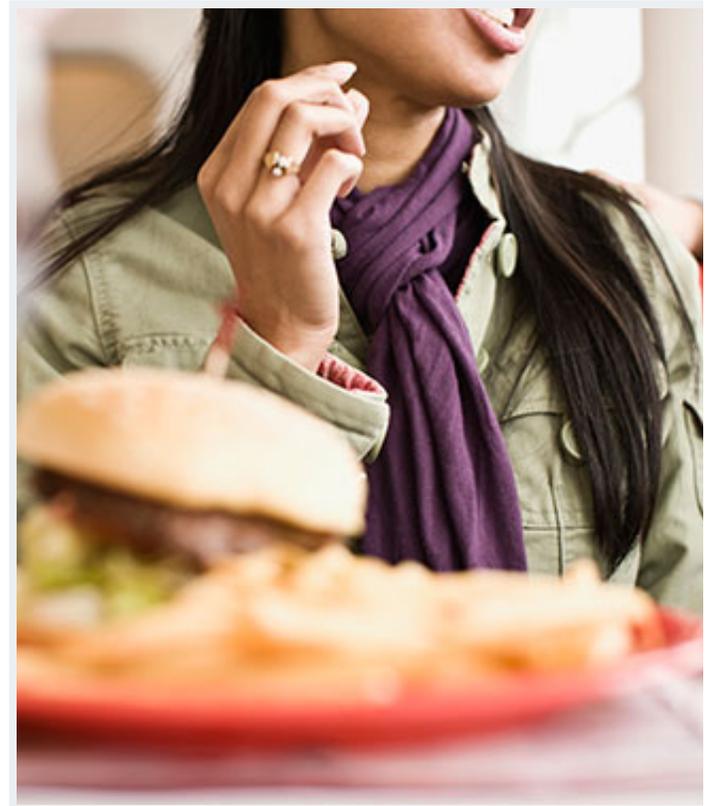
The following scenarios are all too common, Here's how to handle cringe-worthy situation

## A Coworker Accidentally Forwards a Personal Email Between You to the Whole Team

Email: (<https://www.dailyworth.com/posts/3323-how-to-write-a-professional-work-email>) The eas conversations will be read by all. Perhaps you and a coworker were emailing back and forth and t on the thread to weigh in ... not realizing that your private back-and-forth — including some not-s colleague (<https://www.dailyworth.com/posts/3755-how-to-handle-a-clingy-coworker>) — would er



National etiquette expert [Diane Gottsman](#) ([https://www.dailyworth.com/posts/3118-how-to-respond-to-anyone-your-comments-may-have-offended](#)) from The Protocol School of Texas, says it would be best to apologize to anyone your comments may have offended. "John passed along an email that was meant from the meeting earlier and said some things that were not my apology."



When you're having a casual lunch with coworkers, you might try, "I'm uncomfortable with this conversation since it's not part of the story."

If the comment is bigoted, relationship advice columnist and etiquette expert [April Masini](http://standto.com) (<http://standto.com>) stand to set an example for others. Explain that the comments are unprofessional and that you h says, keeping your comments "short and sweet, being firm that there is no place for racism or pre



### **You Walk In on Your Boss in the Bathr**

Okay, yes, he or she should have locked the once this awkward moment occurs. How to I sorry! I didn't notice someone was in the sta

Whatever you do, don't mention it again. "Th relive it. Eventually, the numerous attempts because they make it impossible to move or

If your boss brings it up after the incident, w "Again, I apologize for the unintentional intru

### **Someone (Maybe You) Lets Loose a Bodily Function During a Meeting**

Talk about yikes. The best thing to do when someone, say, lets one rip, is to be gracious and deal saying a word or rolling your eyes, knowing that it can happen to anyone.

If you're the culprit, you have a few options, says etiquette expert [Rosalinda Randall](http://rosalir.com) (<http://rosalir.com>) *Burp in the Boardroom*:

- One, you could look intently at the person speaking and pretend that you're fascinated by her e
- Two, you could try looking around with a who-did-it expression. But denying it could make the s
- Three, you can quietly whisper, "I'm so sorry" to those around you and hope they say nothing.



No matter what, it's just going to be embarrass



you must keep it to yourself, as though you never heard it. Especially if it's purely gossip or hearsay, if you're compelled to share, call someone totally unrelated to work, like your best friend or partner, Rand. Depending on what was said and your relationship with the people who were talking, Gottsman says they know privately that you couldn't help but overhear. You may even suggest a more secluded spot to protect everyone's privacy.

## Your Boss Comes Up Behind You When You're Clearly Watching a Cat Video



Everyone needs a little downtime at the office, but work always seems to visit your desk the moment you're on that funny link your sister sent you.

Instead of trying to play off your non-work-related distraction with something equally unconvincing, recover by saying, "You caught me red-handed," says Jacquelyn Whitmore (<http://jacquelinewhitmore.com/>), founder of *Workplace Etiquette* Inc. After taking responsibility, "quickly bury the hatchet" and hope that all memory of said transgression is gone. Adds etiquette expert Lisa Gache (<http://beverage.com>)



## You Call Someone the Wrong Name

Recover by apologizing right away and correcting the person you're speaking with. If the person you're speaking with corrects you first, say "thanks for understanding. It's something I'm trying to depersonalize the slight."

If someone calls you the wrong name, which is a common mistake, evaluate whether it's worth a correction. "For example, if you're talking with a vendor you may never work with again, Gache says. But if it's an ongoing mistake with a client, you want to correct him. There's no need to let them know you run into each other in the hallway or do it as a joke by saying something like, "Actually, my name is [correct name], my mom forgets sometimes," to ease the situation."



## You Accidentally Say "Love You, Bye" Phone Call

This is the grown-up equivalent of a middle school teacher "Mom." Hopefully your boss has a sense of humor and a comment to heart. More often than not, if you're friendly, cracking a joke can be an easy way to say "bye next time," Randall suggests.

If your relationship is more formal, you may decide that he or she would prefer to overlook the slip-up. "If you've worked together long enough, they will realize that it was a slip-up," Randall says. "Don't dwell over it."

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