**Think**

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

**Think**

**Reflection:**

When I started my first job, I was very simple and clueless about the office politics. My job was emotionally overwhelming experience for me. I had to go through many difficult situations, due to my frank nature. But after those bad experiences I decided to quite socializing with the colleagues, to save myself from mental stress. I thought cutting the extra communication with colleagues, that is irrelevant to work, will help me focus better on my work. But it actually made me really isolated. This strategy of mine made me alone and I had no one to discuss my work issues with. This lack of communication gave rise to another set of problems and it started effecting my image.

My new boss once asked me about socialization and communication issues, as he noticed that I had many. He listened to my problems and guided me about the importance of issues. He taught me that communication is essential in building trust, repute and trust. Instead of avoiding the problems by staying silent I should confront the problems and solve them through communication ("Communication", 2019).

**Strategies to influence others:**

My boss taught many skills that I have used to influence my colleagues positively. These skills have help me in building my good reputation at work.

1. Building trust with co-workers is essential to workplace survival. Strong relation with co-workers helps in difficult situations. It avoids the conflicts and the complex negative situations due to mistrust.
2. Communication is the key for every relationship. It is important to communicate about problems and issues.
3. Listening skills are crucial in building influence. Listening influences our daily responses. We can only give better response if we listen to the others and their queries carefully.

**References**

Communication. (2019), 24. Retrieved from https://search.proquest.com/pqrl/docview/517492511/C713E3A26B1B4C1DPQ/5?accountid=41759