

# 🧠 Cheat Sheet Handle Office Gossip Like a Pro

## 🚩 First: What Gossip Really Is

🗣️ **Gossip = information + judgment + absence**

It's usually:

- About someone **who isn't present**
- Emotionally charged
- Framed as “just venting” or “FYI”

Gossip spreads fast — and quietly damages trust.

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## 🚫 The Biggest Mistake

- ✗ Jumping in to fit in
- ✗ Over-sharing opinions
- ✗ Staying silent but *signalling agreement*

Even listening can make you part of it.

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## 🧠 The Pro Mindset

🎯 **Your goal isn't to stop gossip — it's to stay credible.**

Professionals protect:

- Trust
  - Reputation
  - Psychological safety
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## 🔧 The 3 Pro Moves (Use These Live)

### 1 Neutralize

😐 Keep your tone calm

- “I don't really have enough context.”

## Redirect

### Shift the focus

- “What do you think *we* should do next?”

## Close the Loop

### Exit respectfully

- “Might be worth asking them directly.”
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## If You're the Leader

### Set the tone early:

- Address issues **directly, not sideways**
- Reward transparency
- Don't gossip *up or down*

Teams mirror what leaders model.

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## When Gossip Is a Signal

### Sometimes gossip points to:

- Unclear expectations
- Low trust
- Avoided conflict

 Fix the system — not the symptoms.

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## One-Sentence Takeaway

**You don't win by spreading gossip.**

**You win by being the safest person in the room.**

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