If you are the target of or witness behavior that is offensive, hostile, or interferes with your ability to learn or work, the following strategies may be helpful to you:

- **Take a stand now**  
  - It’s easier to address problematic behaviors at the beginning of a relationship, before patterns are well-established.

- **Reframe**  
  - Don’t blame yourself or take responsibility for the inappropriate behavior of others.

- **Set limits**  
  - Set appropriate boundaries to minimize your exposure to inappropriate or abusive behavior.

- **Look for small “wins”**  
  - Clarify and focus on the things you can control.

- **Let go of expectations of perfection**  
  - Both for yourself and others. Everyone makes mistakes and can have an “off day.”

- **Build pockets of safety and support**  
  - Complaining about other’s behavior is rarely productive. Talk privately with those who can help you achieve your goals. Be open to receiving feedback about how you can improve your situation.

- **Remain optimistic**  
  - Focus your efforts on setting and achieving realistic goals. Your internal beliefs and commitment to your goals are central to your success.

- **Focus on the “big picture”**  
  - Don’t let small setbacks derail you. Remember that your time as a graduate student is temporary and that your ultimate goal is finishing your degree.

- **Don’t go it alone**  
  - Ask for and accept help if you need it.

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<tr>
<th>For employment-related concerns</th>
<th>For advising and other academic-related concerns</th>
<th>For personal, academic, or career concerns</th>
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| **Office for Conflict Resolution**  
Julie Showers, Director  
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*Further information on this topic can be found on Stanford University Professor Robert Sutton’s blog at [http://bobsutton.typepad.com](http://bobsutton.typepad.com), including information on his best-selling book The No Asshole Rule: Building a Civilized Workplace and Surviving One that Isn’t.  
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