What if a co-worker won’t shut up?

There’s always one in every office … maybe two. Or three.

**Stop the conversation before it starts.** When the chatty person approaches, say “I can’t talk right now, I’m busy with XYZ.” You can also wear headphones and pretend to be deeply engrossed in something.

**Give a strict time limit for the conversation.** Tell the person you can only talk for five minutes. Let them speak for five minutes, then interrupt and say “I really have to get back to XYZ now.”

**Offer to discuss a specific subject outside of work.** If the talker seems to always blab about the same subject to you, tell them you’d be more comfortable discussing it over coffee or at a happy hour. Then keep putting the date off until they get the hint.

— Adapted from “How to Silence Your Jabbering Coworker,” Patrick Allan, Lifehacker.