

21 WAYS TO WIN AT YOUR JOB!

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I have in the past decade managed 1,000+ people directly/indirectly and have had the privilege of working with some extremely capable and driven individuals.

Here are 21 things that I found as **common traits** in most of them.

Want



01 | **Observe everything and everyone at your workplace.**
It educates you about the culture.



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02 | Ask for specific feedback. Don't wait for it.



Want ↗



03 | Listen. More than you talk.



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04 | Do not indulge in corporate politics. Stay away from places where it is encouraged.



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05 | Talk to people from different departments. Ask yourself "what do they know that I do not?"

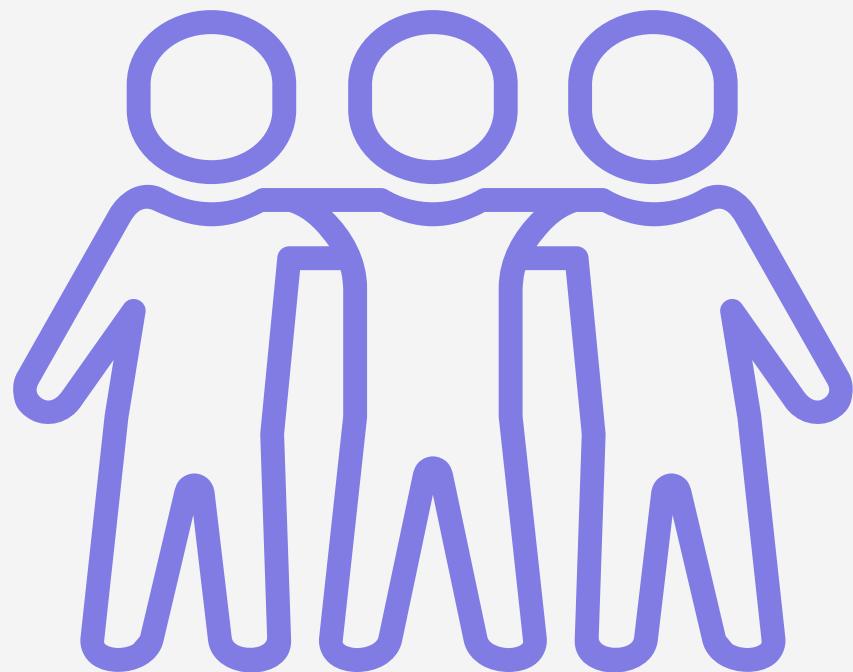


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06

Get to know your colleagues beyond work. What drives them; what doesn't.



Want



07

Your role is first to learn and then to create impact. Not the other way around.



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08

**Take notes. Do not try to remember everything (infact anything!).
Carry a notebook.**



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09

Do not be driven only by money. Focus on learning velocity. Money will come as a by-product.



Want



**10 | Choose to deliver only
A-quality work.
Your work is your signature.**



Want



11

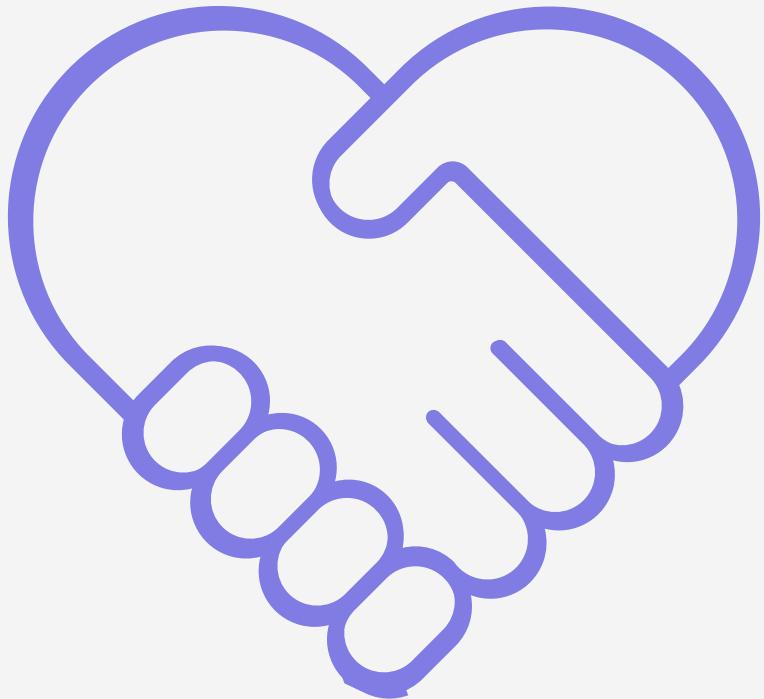
When you commit to doing something, make sure people do not have to follow-up with you.



Want



12 | Make relationships at work. Be genuinely interested in people.



Want to go



13 | Never be overheard
complaining.
Not even to yourself.



Want



14

**Be on time.
If you cannot be early.**



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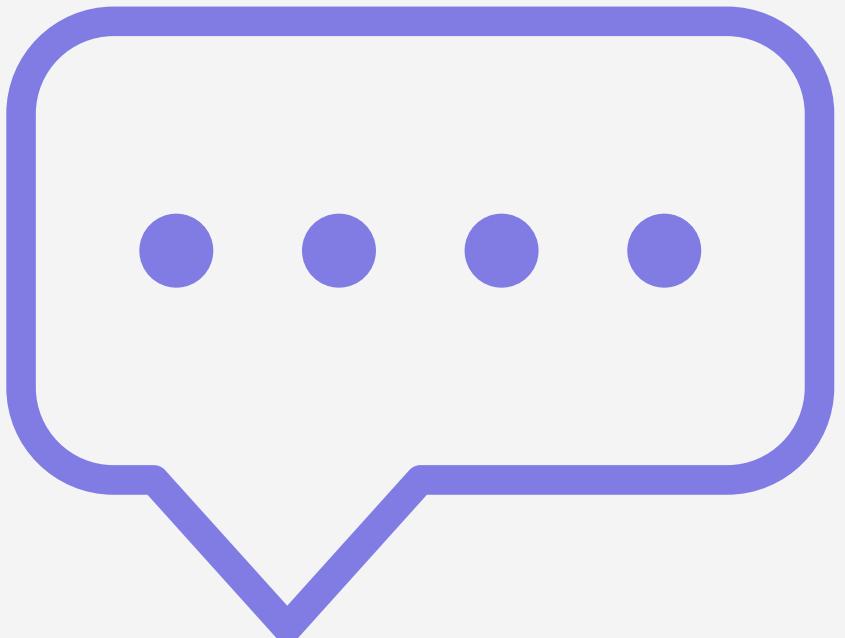
15 | Start with trust. You will gain more of it when you give it away.



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16 | Do not assume. Ask.



Want to ask



17

**Nothing, absolutely
nothing is a reason to be
disrespectful to anyone.
Be respectful. Always.
Even while resolving
conflicts.**



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**18 | Let go of credit when
you need it the most.
It will fortify you as
a human being.**



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19

You do not become indispensable by wanting to be indispensable.

You become indispensable by showing up and doing the hard things even when no one is watching.



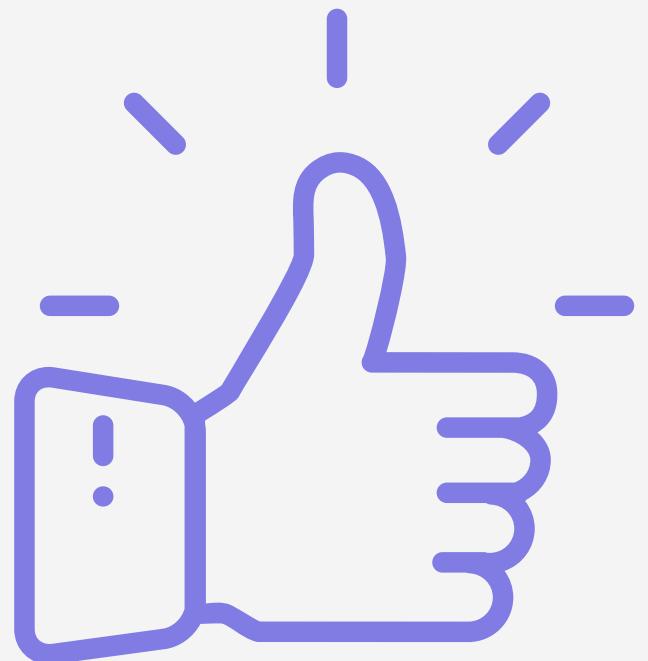
Want ↗



20

When you've made a
mistake, own it up.

And do not repeat it.
Making a mistake twice
is a mistake wasted.



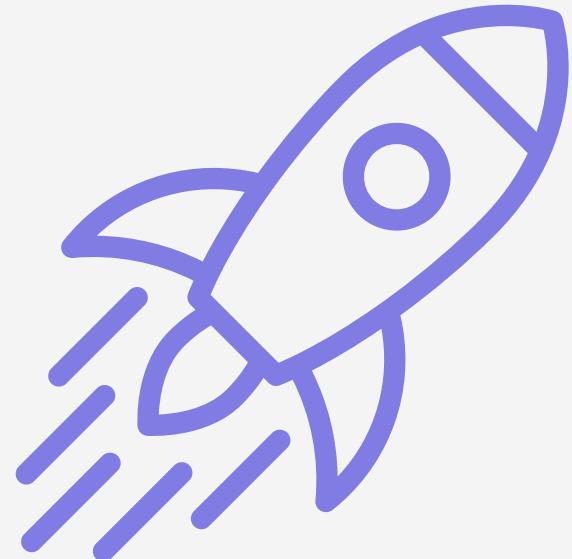
Want to
see more?



21

Your role is not to be the apple of the founder's or the CEO's or the manager's eyes.

When you do what is stated above diligently, it eventually happens without you forcibly trying to!



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