

Top 10 Career Tips for a Successful Future

How to Succeed at Work

1. Be there and be on time.

- Be on time and ready to start.
- Call ahead if you cannot keep your appointments.
- Be reasonable and responsible in using your paid time off.
- Abide by your employer's policies.

2. Develop a strong work ethic.

Dedication to the job isn't just about a paycheck. Success at work is very fulfilling!

3. Meet deadlines.

Make sure all work is turned in on time.

4. Communicate well.

Speak clearly and avoid slang.

5. Show self-control.

Stay calm under pressure.

6. Pay attention to details and quality.

Follow instructions, proof all work, and check for mistakes.

7. Be independent.

Working with little or no supervision shows initiative, self-sufficiency, and reliability.

8. Stay flexible.

Be willing to pivot or complete new assignments.

9. Welcome feedback.

Accept constructive criticism with a positive attitude.

10. Work as a team.

Collaborate and get along with your co-workers.



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