
1 – ACT SELF-EMPLOYED

Wouldn't it be great if you were your own boss? Well, in a way you are. Even if you work at a huge company owned by somebody else, you are ultimately responsible for your own conduct. In that sense, you are your own boss – the CEO of ME INC. But all bosses have customers. And your number one customer is your supervisor. To succeed in the world of work, YOU MUST DECIDE to keep your customers happy. The buck stops with you.



Concrete Steps

- Define your “ME INC.” What kinds of products or services do you provide? What kind of reputation do you want to have with customers?
- Decide and write down your long-term goals. What do you want to be doing five and ten years from now? How do you get there? (Hint: Great customer service is a must.)

2 – BE A TEAM PLAYER

Even though you are thinking of yourself as self-employed, you're not a solo artist. You're working on a team with many other people who are the CEOs of their own “ME INC.” Learn their names. Learn the team culture. Make friends. Build trust. Show empathy. Speak and communicate honestly and plainly. Find ways to make your teammates look good. Being a team player will strengthen your “ME INC.” brand.



Concrete Steps

- Get to know your teammates. Ask them questions. Rely on their expertise. It makes them feel important (and they should because they are). BUT ...
- DON'T dump your work on your teammates. They're there to help you do your job better, not to do it for you.
- Next time a boss tells you “good job” on a project, say thanks, but also pay it forward by telling your boss what a great job your teammates did.

3 – DEVELOP PERSONAL “SOFT” SKILLS

Broadly speaking, “soft skills” are skills you need whatever your job. Most of the skills are common sense. Listen closely to what your boss and your teammates say, and ask questions. Communicate clearly. Encourage people. Appreciate the diversity of your team. Manage conflict. Serve your customers. Be professional. Show up on time. Organize your work and plan well. Bring solutions to your boss, not just problems. Be friendly.



Concrete Steps

- Introduce yourself to someone you don't know with a smile and a firm handshake.
 - Set your morning alarm early enough so you have plenty of time to get ready for work without having to rush.
 - Pick a problem at work to solve or a process to improve, come up with a solution or improvement, get your boss' approval if you need it, and then EXECUTE.
-
-

4 – NEVER STOP LEARNING

No more teachers, no more books, right? WRONG! The key to succeeding at work is to learn from day one at your job and continue learning for as long as you're there. Almost every job requires you to learn new equipment, new policies and procedures, new duties, new people, and much more. Improve your skills and uncover new ones: How to serve your customers better; How to manage your time better; How to be more productive; How to communicate better. Seize those opportunities.



Concrete Steps

- Pick a skill that you want to strengthen (like public speaking or carpentry or writing), do some research, and make a plan to get trained in that skill.
- Learn the big picture: What the top leaders at your company really want to accomplish, and how your job fits into that vision. Then, do it.

THE UPSHOT – TRANSFORM HOW YOU WORK

When you put into practice these basic principles, you can make the job you have right now more fun and exciting. By doing that you let your present employer and potential future employers know that you can handle bigger challenges. It's all within your power.

Succeed at Work – the Book

You can learn much more about how to Succeed at Work by getting the book! To place an order, contact the Texas Workforce Commission's Labor Market and Career Information Department, below.



Scan here to discover more quality products from the Texas Workforce Commission.



Another quality product from
TEXAS WORKFORCE COMMISSION
LABOR MARKET AND CAREER INFORMATION
101 East 15th Street, Room 0252
Austin, Texas 78778-0001
512-936-3200
Career Information Hotline:
1-800-822-7526 in Texas
FAX: 512-936-3204
www.lmci.state.tx.us

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 800-735-(TTY) and 711 (Voice).

(6/15/16)

Succeed At Work Today



It's very important to take a long term approach to your career and professional success. At the same time, it is crucial to remember that your most important job is the one you have right now. You set yourself up for success later by succeeding at work today. This brochure is about how to do that.

