

Keeping A Job

- **Twenty Tips to Keep a Job**

Twenty Tips On How To Keep A Job

Number 1 - Get off to a good start

When you get a job, you win an important opportunity. It is an opportunity to be successful and prove your value to yourself, your family, your friends and those who hired you. Getting off to a good start is really vital. Do some advance planning so that you are sure to REPORT ON TIME. Check distances, locations, traveling times and arrange the details of your transportation beforehand. Remember that the first few days will be hectic and energy draining. Get some extra rest so that you can REPORT FEELING FIT and ALERT. BUCKLE DOWN to BUSINESS immediately and learn to do your job as quickly as possible. Remember that you are of little value to your employer until you learn how to handle all of your responsibilities on your own.

Number 2 - Follow the rules

Most employers know that people who are new to a company really feel lost. For that reason, these employers often go to a lot of trouble to provide special directions for their employees. A Company Handbook is one such direction-giving tool. Read and study it carefully. It is a good way to learn the policies of your company and avoid asking unnecessary questions. Following directions also includes using the time clock properly. People, who continually forget, force their supervisors to sign their time cards. This creates poor impressions. Remember tardiness: and unreasonable absences are cause for dismissal. Don't abuse sick time or other employee benefits.

Number 3 - Keep a learning attitude

A learning attitude means staying alert for any new knowledge or training. That means observing where supplies are kept and how various tools, machinery, and work areas are used, as well as how your particular responsibilities are completed. Be sure you understand all: instructions thoroughly and correctly. It's a good idea to carry a notebook with you at all times, jot things down as you notice them, take notes and make diagrams during all training sessions. Pay attention. If you are not clear about something, ask about it. Use common sense and demonstrate your maturity by handling simple problems yourself. Spare co-workers unnecessary interruptions.

Number 4 - Find out where you fit

You should know how what you do fits into the bigger picture, In other words, learn how the work that you are doing is processed before it gets to you and what happens after you have finished with it. This will help you to understand your part in the flow of work and to solve some of your own problems on the spot. Do the job as instructed. Remember that you were hired for a specific job. Follow your supervisor's instructions and do the job as well as you know how. Later, when your experience and skills are established, your ideas and suggestions will be welcomed, but not at the beginning.

Number 5 - Work smoothly with others

People who work together in a particular department or on a certain project can be compared to the gears of a machine. If each gear does its job smoothly and in cooperation with the others, the machine runs smoothly and efficiently. The success of your job assignments could depend on cooperation with your co-workers. Expect to cooperate with others and help them cheerfully. Be friendly and give others a chance to get to know you. Be willing to meet others halfway. A give-and-take attitude is a mark of a mature person who understands that two heads are better than one.

Number 6 - Beware of the grapevine

Don't become part of the grapevine. Many an unthinking employee has fallen into that trap. Yet it's an easy one to avoid. Simply refuse to pass on the rumor—no matter how strongly you might believe that it is true. There are three important things to remember about a grapevine:

1. Usually, whatever is being passed around through the grapevine is inaccurate.
2. More often than not, grapevine rumors will interrupt a smooth workflow, hurt people's feelings, and may result in dismissal.
3. Just one person who refuses to pass on the rumor can break a grapevine circuit.

Number 7 - Respect others

You will be more comfortable and more productive in an atmosphere where fellow employees like and respect each other. You do your part when you:

1. Respect the importance of others. We all like to feel needed and important. We all like to be complimented for a job well done, so make it a point to compliment others
2. Respect the ideas of others. Listen to the plans and ideas of your co-workers. Be a good listener.
3. Respect the ambitions of others. Usually there are many opportunities for advancement. Be fair. Don't take credit for the work of a fellow employee.

Number 8 - Be loyal - but be true to yourself

Most people like feeling and behaving loyally toward the company that employs them. That is why it is important to consider a position carefully before accepting it. How you perform on your job and the possibility for future advancement will depend on how you feel about your company. Don't take the job if you can't honestly have faith and confidence in the firm's products and policies. Once a job is accepted, loyalty to the company usually does not become a problem unless there is some question of honesty and ethics. In those situations, employees must age decide for themselves. Usually it is not an easy choice because it may mean being significantly different and standing up for what you believe.

Number 9 - Show strength of character

It is no accident that Americans chose an eagle as one of their national symbols. The eagle has long stood for strength and courage - two characteristics most of us admire and that are important to the way in which we do our jobs. People develop and show strength and courage when they: don't always take the easy way; stand up for what is right; admit mistakes and take responsibility for errors; master their problems by seeking help; work with poise, dignity and patience; assume all of their responsibilities and offer to help others. Remember that "passing the buck" may be an easy way out, but it will reap loss of respect.

Number 10 - Develop positive traits

Usually, whatever we practice becomes a natural and automatic part of us if we do it often enough. That is one reason why actors work from a script and rehearse and practice so much. They want their performances - or whatever goes on that reel - to be believable by being natural-looking. You can write your own script for developing positive work traits. Simply decide what you want those traits to be and begin practicing them. Three traits worth developing are: **Enthusiasm** - the magic ingredient that makes tasks lighter; **Responsibility** - the characteristic that makes an employee someone the employer can depend on and trust; **Good judgment** - the ability that makes a worker reliable.

Number 11 - Eliminate negative traits

None of us are perfect, but we can all work at eliminating our negative traits. By doing so, you can become a more productive, pleasant and enjoyable in the workplace. Remember: Don't be a know-it-all. Such people discourage the friendly help and cooperation of others and often create discord. Don't indulge in self-pity. People who feel sorry for themselves waste valuable energy that can be put to better use. Don't be lazy and indifferent. People who have an I-don't-care-about-anyone-but-myself attitude are soon left to their own misery. Don't be argumentative. People who continually argue show a severe lack of respect for the opinions of others. Don't flaunt your knowledge. People who do, usually create resentment.

Number 12 - Communicate

In order for any business to succeed, the staff involved must communicate with one another. In fact, poor communication can be the reason an employee is not promoted, or the reason a project, department or entire company fails. Most companies go to a great deal of trouble and expense to set up various communications systems. Learn as much as you can about the purpose and mechanics of the systems available to you and use them properly. But remember that the system you use is just that - a system - and each time you use it you are really communicating with a person. Remember also that communicating means listening to or receiving information as well as talking or giving information.

Number 13 - Use the telephone properly

Always use the telephone properly at work:

1. Identify yourself when you answer by giving your company or department name followed by your own.
2. Respond warmly.

Your voice reflects the pleasure you find in your position and it can affect the mood of a customer or co-worker. Make it a rule to smile when you talk on the phone. It will automatically help you use a pleasant voice. Be attentive and listen carefully and patiently. Sometimes people have trouble expressing their needs so give them a chance. Take time to be helpful. If you personally cannot help, try to find someone who can. Watch your manners and your language. There is no room for rudeness, vulgarity or slang at the work place. If a person has waited to speak with you, thank them for their patience; this will set a better tone for the conversation.

Number 14 - Create a businesslike image

Every company and every department within that company has a business image. It can be one of success and productivity or one of shoddiness. You are an important part of the business image at the place you work. Make sure that your business image is professional. Pay attention to your personal appearance; dress appropriately and use good grooming. Remember most people consider smoking unhealthy, discourteous, unbusinesslike and often a safety hazard. If you smoke, do so only in designated smoking areas. Do not chew gum or eat while on the job.

Number 15 - Plan your work

Efficiency and productivity hinge on planning. Planning ahead may seem like a waste of time, but, in reality, good planning is a time saver. People who begin the workweek by listing their tasks and mentally reviewing the steps necessary to complete them usually avoid making false steps or repeating work that has already been done. Efficient workers always plan their work to meet deadlines. They schedule appointments appropriately and are careful about keeping them. They eliminate wasted time, such as arriving late, leaving early, needless conversations or phone calls, and personal visitors at the work place. Remember overtime is only for work that could not be completed within normal working hours.

Number 16 - Increase your efficiency

You can increase your value and importance to your employer and your feelings or self-worth by increasing your efficiency. You can do this by:

1. Being neat and orderly. A well-organized workstation and key planning produces better results.
2. Concentrate. Pay attention to details as well as the overall picture.
3. Showing initiative. Take the initiative. Become a self-starter.
4. Being punctual and developing a consciousness of time.
5. Avoiding carelessness. Carelessness can be costly to people's safety, your career and your employer's property.
6. Treat others with respect.
7. Exercise self-control.
8. Always cooperate, but especially when the pressure is on.

Number 17- Don't be a troublemaker

In the long run, most troublemakers make more trouble for themselves than they do for anyone else. Most people do not like working with troublemakers. And, given enough time, every troublemaker usually loses any support or friends he or she may have. Then too, once a person has established her/himself as a troublemaker it is almost impossible to change that perception. The best policy is to avoid establishing such a reputation in the first place. Follow the simple rules of courtesy. Be mindful that something is not funny or a joke if it hurts someone. Use sympathy, warmth, tact and understanding. Lean to discuss and present a point of view without , arguing. Don't speak negatively about others.

Number 18 - Take advantage of in-service training

If your company has training or education programs, it expects you to take advantage of them. You owe it to yourself and to your employer to increase your value by increasing your knowledge. Don't be afraid to learn something new. The best way to cope with change is to learn all you can and begin using the new procedure, tool, or machine just as soon as possible. Welcome the opportunity to learn something new and increase your efficiency. This alone will set you apart from other employees who resist change. Learning and change are parts of a lifetime process or self-improvement and growth. Don't stunt your growth by refusing to learn.

Number 19 - Challenge yourself

When it comes to challenge, we can all learn from the lowly ant that will not hesitate attempting to move something hundreds of times its own weight. What's more, it is often successful in doing so. To a great extent the ant's success is due to the fact that it never considers failure. The ant automatically assumes that if it tries it will succeed and therefore does. You will never know what you can do, unless you try. Don't let fear of failure keep you from trying. Remember that not succeeding is different from failing. People who never attempt are failures. Those who try may not be successful at that time, but they are not failures.

Number 20 - Think about your management potential

It is never too soon to begin thinking about your potential for a management position. Begin developing these skills: Oral Communication; Written Communication; Flexibility (changing one's approach to better accomplish a task); Performance Stability (maintaining a consistent level of performance) Decision-Making; Leadership; Organizing and Planning; Inner Work Standards (one's capability, potential and willingness for challenge). Discuss your future and plans for self-improvement with your supervisor. Show an active and acute interest in any training and education programs. Take responsibility for your own continued education.