

How to Succeed at Work and In a Career

Successful employees are easy to spot. They are the ones who receive raises and promotions. Here is advice from successful employees:

- "Don't talk negatively about people behind their backs. If you gossip, people won't confide in you."
- "Try to work for someone who'll challenge you. You'll learn more in a year than four years of college."
- "Work in a way that makes your boss look good. If your boss looks good, so will you."
- "Bosses prefer to work with competent people whom they respect. Show competence every day."
- "Let your clothes reflect professionalism. Anyone can look trendy, but looking tasteful is harder."
- "Personal integrity is crucial. Tell nothing but the truth. Bosses can forgive mistakes, but if you lie, you're gone."
- "Try to arrive a few minutes early. It saves you from stress and guilt. You'll be much more relaxed and work better."
- "Strive to keep deadlines. If you cannot meet a deadline, apologize and ask for an extension."
- "If you must correct someone, don't get personal about it. Never do it in front of others."
- "Spend some time alone every day. Ask yourself, "What's the mission of my life? What do I want to be? And how should I go about it?"
- "Always remember that the secret of success is passion about what you are doing. Think big and drive yourself to reach your goal."

Adapted from Pravstak.com

Action: Place a (+) beside each piece of advice above that will be easy for you to follow and a minus (-) by each that will be hard to follow. For each hard-advice-to-follow, explain why it will be hard for you.