

Eight Things to Do Each Day in Every Job to be Successful

Your first job may be in a technical position that requires one or two years of education after high school, or a higher level position that comes only after advanced degrees and certification. No matter the job title nor level of responsibility, you will add to your success if you do these eight things each day.

1. **You focus on productivity, not on being busy.** Reward yourself for finishing your tasks, not on just spending time on the job. When your productivity outshines the productivity of your coworkers, higher-ups will notice.
2. **You set SMART Goals.** Your goals should be Specific, Measurable, Attainable, Relevant, and Timely. They should be concrete, reachable, and able to be measured. Unrealistic or vague goals can't be reached.
3. **You take the leap.** The No. 1 reason people never reach their goals is a refusal to try. The higher you set your sights, the scarier the future can be, but you hurt yourself when you don't try to be better and do more.
4. **You think realistically.** Face each day and each task practically, without over-confidence or undue skepticism. Set goals that are possible to reach. Making sensible decisions about your priorities and how to reach them will enable you to be more productive.
5. **You show optimism.** Successful people focus on the positive. You must believe there is a way to reach your goals.
6. **You don't try to go it alone.** Every interaction with other people is an opportunity. Look for ways to expand your business associates. Then reach out to them for ideas.
7. **You will measure your progress.** The "M" in SMART goals stands for "Measurable." Keep a spreadsheet to identify your progress toward each goal you have set.
8. **You need to learn the skill of saying, "No."** Successful people do not take on every interesting project. Sometimes this means saying "No" to your own desires and ambition and to requests from other people.
9. **You keep failure in perspective.** People who try to make you think they never fail are not telling the truth. In real life, success is built on a series of failures and lessons learned.



Action: Set two SMART goals you want to reach in the next three years. Describe how each goal is Specific, Measurable, Attainable, Relevant and Timely.