



## *How to Succeed at Work*



While everyone wants to succeed at work, wanting to and doing so may depend on the approach we take with our jobs, and how committed we are to improving our skills and performance. Many times we believe that if we work harder than our colleagues and put in extra hours we will advance our careers. While most employers appreciate these efforts, in the long run, continuously working extra hours and extra hard can have the opposite effect. Most people can push themselves like this for a while, but in the long run, these efforts can lead to burn out and health problems which adversely affect productivity. The adage “work smarter, not harder”, may be truer than we care to admit. Learning to *exceed* our employer’s expectations during normal hours should be the goal. Following are some tips to being a better employee and improving your chances for success.

- ☺ **Take care of yourself-** Stress and fatigue adversely affect our health. Taking care of your body and mind are essential to work success. Make sure you eat well, get enough rest and exercise regularly. Your mind and body are your tools to success, so treat them well.
- ☺ **Ask questions and prioritize your work-** Make sure to be clear of what is expected of you, and spend the majority of your time on the tasks that are important to your supervisor or employer.
- ☺ **Volunteer for projects and to assist your co-workers with work-** when you volunteer for projects, you are creating the opportunity to learn something new. Helping co-workers enables you to not only learn, but to actually gain experience and gain new job skills.
- ☺ **Continue learning-** joining professional organizations or trade groups enables you stay current in your profession. Attending seminars, conferences or events outside of work helps you to expand your knowledge base and to meet and learn from others in your profession.
- ☺ **Respect your employer and be their best cheerleader-** while it should go without saying, employers appreciate loyal employees who help the business to grow and expand.

In today’s work environment it is important to have a positive attitude and to show up each day ready to perform at your best. If employers are to remain competitive, they need to get the most productivity they can out of employees to stay ahead of their competitors. It is important for you to take care of yourself and to have a plan for how you can help your employer to achieve their goals.

### **For Further Information:**

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