



# Top 10 Tips For Job Success (and School, too!)



**Mountain Education Charter  
High School**

# Start Right

- Always clock in on-time or EARLY
- Stick with the winners (not the whiners!)
  - Notice which workers take the lead and study what makes them successful.
- Be friendly to ALL
- Reveal your personality (likes and dislikes) a little at a time
- Cultivate new habits and reinforce your best characteristics



# Hit the Road Running

- Arrive early the 1<sup>st</sup> day and check in with your supervisor
- “What would you like for me to do this morning?”
- Figure how on your own how to complete the task or ask a few questions to get started
- Give the completed work to your supervisor for review
- Organize your desk and files while waiting for your supervisor’s review



# Show a Good Attitude

- “Whatever it takes!”
- “You bet!”
- “Count me in!”
- “I’ll be glad to help!”
- “Good morning!”
- “Have a great day!”
- “Glad to see you!”



# Be Dependable, Punctual, and Industrious-Which is which?

- Paces the work so a quality product or service is delivered in a timely manner
- Stays busy with other, less pressing tasks after completing a major project and while waiting for another
- Follows through with a project from start to finish, even when it is tedious, difficult, and more time-



# Take Time to Adjust

- Organize the work
- Learn how to blend with new people
- Withhold judgments and impressions until you are more familiar with the new environment
- Use your new skills to help meet your department's objectives
- Set challenging but reasonable expectations for yourself



# Think Like an Entrepreneur

## ■ Entrepreneurs:

- Have good business sense and are careful with money
- Take calculated, but not foolish, risks
- Find out what people want, produce it, and deliver it when promised
- Know how to take an idea and bring it to reality



# Be Alert to Company Politics

- What is politics all about?
  - Relationships and Instincts
- Be a good communicator
- Help others be successful
- Be a good work, not a social climber
- Be honest, but document your accomplishments





# Prioritize

- What is prioritizing?
  - Write a list of things to do
  - Start with “1” and number each item on the list according to its importance
  - List the first five most important priorities on separate sheets of paper
  - On each sheet, write the major steps for doing the task. Make notes on your progress
  - Use a computer for greater efficiency—file it



# Accept Criticism with Grace

- Listen to the message without focusing on the messenger
- Ask for suggestions that can help you better meet expectations
- Follow through with suggestions without being defensive
- Write about the criticism in a journal at home (NOT at work) instead of gossiping



# Let's Review

1. Start Right
2. Hit the road running
3. Show a good attitude
4. Be dependable, punctual, and industrious
5. Take time to adjust
6. Think like an entrepreneur
7. Be alert to company politics
8. Prioritize
9. Accept criticism with grace
10. Find a mentor





*You're doing a  
Great Job!*