

Finding a job took a lot of work! You prepared, searched, filled out applications, and went on interviews. But you probably don't want to do that again! So, now you need to do the things you can to not only keep the job but succeed at it too.

## Starting Off on the Right Foot

First impressions matter. Here's what making a good first impression looks like:

- **Be on time.** Make sure you know traffic patterns and leave in plenty of time to arrive five to ten minutes early.
- **Be friendly.** Getting along with co-workers is really important, even if they're not friendly with you at first.
- **Don't get caught up in gossip.** Sometimes co-workers want to share the bad about other workers, the boss, or the company. Don't participate in that. Just politely let the one sharing the gossip know that you're really excited about this job, and you hope you'll be able to get along well with everyone.
- **Have a great attitude.** Be willing to jump in where needed, help out where you can, and excited about learning all of your new roles and responsibilities.
- **Do your job even when your boss isn't there to supervise.** That's what makes a great first impression and employee. Your boss needs to know that you're reliable.

## What it Takes to be Successful

It's a given that you have the skills for the job. That's why you were hired. Being successful takes more than just good job skills:

- **Practice emotional maturity.** This is the ability to handle emotionally difficult situations without losing your cool. This means that if you make a mistake, accept your part in it and don't make excuses. Don't cast blame on others. If a dispute happens with another employee, stay calm, don't lose your temper, and try to resolve it kindly.
- **Keep personal problems out of the workplace.** It's hard when problems hurt and weigh heavily on our minds. Relationship issues, money struggles, kids, or other challenges can occupy a lot of space in our heads. It's easy to want to talk about them, but work is not the time or place to do that. It's okay to let others know you're facing a tough challenge, but it should never interfere with getting your work done. If you have co-workers that you're close to, then get together with them after work to talk, but don't do it at work.
- **Have a strong work ethic.** This is the effort of hard work and discipline shown through good habits, motivation, attitude, follow-through, and attention to detail. This means ignoring personal text messages, emails, or phone calls while at work. Focusing on the details of what you're working on and completing tasks without being reminded. Doing your best job every day. Showing good effort and willingness in everything you do. And pushing through the hard challenges with a good attitude and effort. Showing up to work on time and being ready to work hard each day. And being willing to do more than what's expected.

- **Don't steal.** Stealing is taking something that doesn't belong to you. Anything your company pays for are their resources to be used for company needs only, and not your personal needs. Another resource that doesn't belong to you, but rather your boss, when you're on the clock, is your time. If you're playing games on your phone, talking or texting, doing personal searches on the internet, socializing with co-workers, taking extra breaks or a long lunch, lots of smoking breaks, or other personal things, then you're stealing from your company.

**Many of the things you can do to be super successful don't have anything to do with your job skills but have everything to do with your character and ethics.**

## Working Through Conflict

We all have people we don't get along well with or at all. They rub us the wrong way, or they don't like us and show it. Or they cast blame to deflect from their own failings. Many jobs have people like that, and you have to learn to navigate through those tough situations. Conflicts with people are hard and unpleasant to deal with but the best thing you can do for your job is work through them. If possible, try to heal the working relationship with the employee.

## When you're Failing at Your Job

This is the hardest problem to face. You may like your boss, the people you work with, and the company, but can't handle the work. Companies invest a lot of money in new hires and training, so rather than quitting, first try to find a way to grow in your job. Facing challenges or problems at work is never easy. But how you handle them will determine whether you grow in your character and work ethic.

***It takes more than good job skills to be successful. It also takes handling your emotions with maturity, treating others with kindness, resolving problems, and using good integrity in the workplace. When you do these things, you will be successful, not only at work, but in life too.***

### Sources:

- McKay, Dawn Rosenberg. "27 Good Work Habits to Build a Foundation for a Successful Career." The Balance Careers, The Balance Careers, 25 June 2019, [www.thebalancecareers.com/good-work-habits-for-career-success-4120926](http://www.thebalancecareers.com/good-work-habits-for-career-success-4120926).