

Tips to succeed in your career

As the world has become so competitive, you will have to do your best to secure your share of success. The following are tips to get you ahead in your career.

1. Priorities and goals

What are your priorities of the day? Make a list and of your priorities and plan your day. The tasks of the day must be outlined with the most important and urgent ones on top.

Likewise determine your short-term and long-term goals and evaluate your progress frequently.

2. Be focused

Are you really present physically and mentally. Try to block out all distractions so that you have the time to truly focus on your tasks and career.

3. Broaden your skills

Nothing remains the same and so do job requirements. Update your knowledge and skills. Seek improvement of your know-hows. Attend seminars, conferences, read books, be an eternal learner.

4. Socialize

Be ready to participate in social functions. Be open to new acquaintances. Meet new people and deal with them respectfully and enthusiastically. Be an active listener; you will surely learn something new...

5. Know your merits

Know your strengths and weaknesses. If you think you deserve a position or promotion, claim it.

6. Accept challenge

Through challenge you will reach areas of your personality you have never discovered before. It is a good idea to step away from your comfort zone to explore new horizons. If you settle into a routine and play it safe all the time, you will never get ahead in your career. 'If you always do what you've always done, you'll only get what you've already got'

7. Communication

Learn to communicate effectively. Listen to what others are saying and focus on how to give and receive constructive feedback, to persuade effectively and to ask for help and collect information.

8. Avoid gossip

Avoid office gossip about colleagues and the boss. Be respectful and work for the good of the company.

9 Relax

Relax and do something different, a hobby that you love doing. Take time off for yourself. This will help boost your productivity during week days.

10. Seek satisfaction

If you are disappointed with what you are doing, try to transform it into something you love. If you fail, it might be a good idea to do something

different. As Confucius said: *'Choose a job you love, and you will never have to work a day in your life.'*

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101 Success Tips



Realize Your Potential



Don't Look Back



Dare To Dream



Business Plan



Don't Give Up



Have An Unstoppable Attitude



Stop The Complaining



Focus On Something You Like



Change Your Circumstances



Have A Plan



Do you have a life plan?

Planning your Day, Week, Year and Life

If you want to make your dreams come true you need to have timetables and become goal-driven.

Do you plan your day, do you write it down

Do you plan your week?

Do you plan your year?

It doesn't take long to do these plans but most people don't get round to it, it is a classic "Important but not Urgent" type of task that continually gets put on the back burner!

Ten tips for minimising exam stress

1. It's never too late to make a revision plan or timetable. Doing so will help you prioritise and feel more in control. But be realistic!
2. Schedule **regular breaks**, and do take them. Make breaks longer as the day goes on. Remember that most people can only concentrate fully for about 45 minutes at a time.
3. Don't try to revise for too long in one day, especially as exams draw nearer. Try to avoid revising late at night.
4. Try to **get enough sleep** - tiredness promotes anxiety. Spend some time unwinding before you go to bed.
5. Pay attention to your **diet**, and take regular, aerobic **exercise**
6. Avoid **caffeine**, which in large doses can cause tension and anxiety. Remember caffeine occurs in tea, cola drinks and chocolate as well as coffee. Drink plenty of **water**.
7. Make sure you spend some time **relaxing** and having fun.
8. Consider revising with **friends** - splitting responsibility for obtaining photocopies and revision notes can save a lot of time. There's group space in the Learning Cafe and the library
9. Avoid people who are obviously **panicking**. It can be contagious! Try not to have post mortems on each exam, as this can also increase your anxiety about later

papers. Aim instead for a constructive appraisal of your **time management**. There is a guide to time management on the **Improve your coursework** website.

10. Try some **relaxation** exercises. They can reduce your overall anxiety level and help you cope with any panicky feelings.