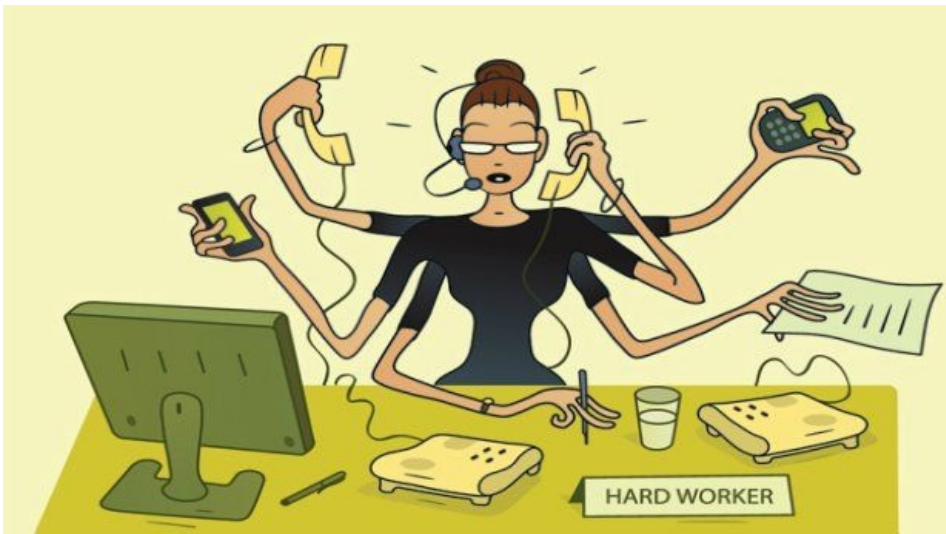


HOW TO BE INDISPENSABLE AT WORK



Summary: Even though only a minimal amount of effort is needed to show how valuable of an employee you are, it can make a big difference when compared to a co-worker that doesn't use these tips.

You probably already know that treating your co-workers with respect is important to keeping your job. When the **first round of lay-offs** comes, the first to go are the ones that no one likes. Even though the economy is better than it was a few years ago, no job is ever secure. Here are twenty more ways to make sure you are worth keeping around.

1. **Take the lead** and take ownership
2. Embrace change with the mindset that it can bring new opportunities
3. Follow and know the company's bottom line so that you know how to add value
4. Help your boss meet goals
5. Strive for excellence in everything you do
6. Keep your promises and commitments to all co-workers
7. Go the extra mile to get the job done
8. Offer solutions to challenges or problems
9. Focus on the work that matters
10. Become the "go to person" for a few valuable skills
11. Network extensively
12. Keep up with advancements in your field
13. Ignore anything that distracts from the meetings objectives
14. Share knowledge to demonstrate your worth
15. **Gain new knowledge** by taking classes or attending seminars
16. Stay mentally sharp and keep a positive attitude
17. Bring new ways of thinking to the team
18. Don't wait to be assigned a task, take the initiative
19. Anticipate the needs of the office
20. Use good judgment and don't be afraid to stand up and deliver it

Photo: businesslife.ba.com