

8 TIPS TO ACHIEVE RELIABILITY IN YOUR CAREER



Summary: No one can deny that having someone that is reliable is not appreciated or a trait expected in close and professional relationships.

We rely on a lot of things each day. We rely on our alarm clock to wake us up. We rely on our food handlers to take proper precautions when preparing our food. We rely on our mode of transportation to the office to run correctly. We rely on our co-workers to do their job so that we can do ours. When something we rely on does not follow through, the relationship and trust becomes broken or severely strained.

Follow these tips to become more reliable and ensure that you are not ruining any of your relationships.

1. **Manage commitments** - Someone that is reliable knows when to say no. Don't take on so many responsibilities that you can't keep up. Keep on top of what time you realistically have to give. Follow timelines to help yourself keep up.
2. **Communicate** - When something comes up that conflicts, communicate with the other person immediately. Don't wait until the last minute. Let them know you are running late instead of leaving them sitting there and wondering where you are. By keeping them informed, you are communicating that they are important to you.
3. **Start and finish** - Often doing the right thing and keeping a commitment is not convenient, but it shows you are reliable no matter what. Taking the initiative and then following it to the end is a strong trait that will help you be trustworthy.
4. **Work on it daily** - Achieve everyday successes. By taking on smaller daily tasks you can hone your skills for larger responsibilities in the future.
5. **Be honest** - Being truthful is a simple way of demonstrating your ability to be relied upon by others. Being a participant in gossip or not correcting a lie aids in the belief by others that something is true. This action is dishonest and does not leave you as a reliable source of information.
6. **Respect time** - Being late when you have promised to be someplace at a specific time tells that person you don't respect them or their time. When you are on time you are showing that you respect them and can keep your word.
7. **Value yourself** - Don't let your feelings get the best of your behavior. Stay true to your values when dealing with stressful situations. Someone that is reliable knows how to see when others need help and doesn't wait to be given instructions. When a team member is clearly overwhelmed, you should help them.
8. **Stay close to people that encourage success and truth** - **Surround yourself with others** that are reliable and encourage the same from you as well. By keeping friends that are positive, truthful, and energetic, you will be more likely to continue being reliable and trustworthy.