



SECRETS TO MAKING YOURSELF KNOWN AT YOUR NEW JOB

Step 1

You need to learn the new responsibilities that have been assigned to you as soon as possible. Remember that this is *the* time to demonstrate your caliber and get noticed. Listen carefully to every instruction, take mental notes of every little thing that is important, prevent being given explanations repeatedly and organize your work well. Do your work to the best of your ability and convey your seriousness about the job.

Step 2

Once you are comfortable with your primary duties and get familiar with the procedures, be alert about existing problems within the new company. Make a list of your ideas and the manner in which these issues can be solved. Make sure to explain to the management how these ideas can help the company and save company money.

Step 3

In order to build a reputation for being consistent and reliable, you need to dedicate a good amount of time for the completion of all your work efficiently and thoroughly. Your primary duties once completed, go out of your way to attempt self-assigned projects. This will aid in expanding beyond your position.

Step 4

One of the best ways to win over your co-workers is to do those projects which help them do their **jobs better**. Find out what needs to be done, work on those tasks, and soon you will realize that you have gained appreciation of others and have secured your position in the company, all without stepping on anyone's toes.

Making your value known is not as difficult as it seems. In fact with alertness to your surroundings and a little effort, you can establish a positive work environment and add to career progression and job security. Take on added responsibility and ownership for your work, promote your skills and expertise, and do everything within your power to become indispensable to your new company.

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