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## IMPROVE YOUR PERFORMANCE EVALUATION AT WORK

Being the good or the best employee at work is more important to people than maintaining punctuality. But you have to remember that even that counts to improve your performance. The first way to improve your performance evaluation at work is to follow everything at work in a right away. You have to prioritize your work. You have to know which work is more important.

Second way to improvement is to be present in all important discussions. This is important because you will not be in every one's good books. Taking an active part in all discussions will enhance your presence and a better opportunity for an appraisal as well. Thirdly, try not to be a part of the dirty office politics. Be a neutral member and listen to everyone but do not comment.

According to performance management, the fourth way of evaluation is your research work. Research works are your capabilities on which you have spend time and energy on one project. This will also help in completion of a good work. According to this management, staying confident and being positive is also necessary to improve your work.

Listen to your senses. You know what are your weaknesses and strengths. Work on these well. This will help in better improvement. Never argue with anybody at your work place. Ask your senses about how much to talk about to others. Speak to the point. Never listen to others and work according to your senses. While your appraisals will be discussed, it will be judged on your performances.

Do not get over confident at work. Try to sharpen your skills more and more. Maintain decorum in your office. Wear formal clothes and maintain the line between professional and personal life. Take up challenging tasks which will be interesting. But you should be able to complete within the deadline. The level of work performance should be high.

Try to be healthy and stay fit. There might be several problems in your life or at work. But try to ignore them and work your best. Be jovial and keep your fellow co workers happy. Be smart and confident. If you are going for a meeting, be proper dressed and should be prepared with all information. Thus, these are some of the different ways to improve your performance evaluation at work.

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