

# TIPS ON BEING A SUCCESS AT WORK AND BEING JOB SAVVY

## Start building credit

All you need to do out here is set goals for yourself and then finish those goals. This way credibility is building up in the minds of other people for you. You will see that if you get your work done people will talk about you and your work. So this is the way you can earn good credit at work.

#### Be prepared to help out your colleagues

If you want to become successful at work you have to help others out. If you see that some can't do something which you are good at, try and teach the person how to do it. This way everyone is going to see that you are helping people out and that you know your work. This even helps to build up creditability. Thus you will be becoming successful by making other people successful as well.

#### Tune your attitude from time to time

Your approach to different things is a very important thing. This is what is going to make you a good leader. If you want to have a long line of followers you need to make sure that you have a nice attitude. You need to be able to learn from all the mistakes which you have made in your behavior in the past and then you need to improve upon it and you need to adjust it.

### Attend all meetings and land up on time

One of the main tips for success is to go to each and every meeting which you can and to even be there on time. It doesn't give off a good impression if you are late for meetings. This is bound to impress those at work and it will also help you to increase your knowledge about your work.

#### If you are expected to provide something, give them something extra

This is going to turn some heads. Often it's very boring to stay safe so you need to do something which is extra, something which the ones who have given you the work won't expect. Becoming successful requires you go the extra mile for your work.

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