



Serebra Learning Corporation knows that it's true: you get paid more if you have the skills. Learn at your own pace with our dynamic training programs for the skills needed to succeed in today's IT market. The Best Way to Learn Anything, Anywhere, Anytime.

[Check out this month's specials!](#)

For information on how to advertise in this newsletter please [contact our Ad Sales team](#) or visit our [advertising page](#).



Golden Rules for Career Success

Research has indicated that there's no appreciable difference in intelligence or social, psychological or environmental elements that distinguish an outstanding performer, or a "star", from the average worker. Superior intelligence alone is not the key to a successful career. How you use your skills and abilities and the level of awareness you develop is what differentiates you from your co-workers. Let the following set of guidelines form the basis of your plan of achievement. They will help you meet the challenges you face in today's "brainpowered" work environment, where your ability to constantly increase your knowledge base to deal with an increasing variety of responsibilities is the key to career progress.

Begin each day's work with a smile and a positive attitude. Do everything you can to maintain good physical health and an attractive appearance.

- Begin each day in a manner that conveys enthusiasm for your work, co-workers and the organization.
- Commit yourself to a healthy lifestyle so you'll have the energy you need to tackle your assignments and pursue your goals.
- Project a professional image. If you want a promotion, you have to look promotable. If you want respect, you have to dress as well or better than the industry standard.

Exercise initiative to tackle projects above and beyond the requirements of your position.

- Know how initiative is defined in your own workplace, by both managers and peers.
- Do you current assignment well.
- Make sure your initiative has a payoff for someone other than you.
- Stay close to the critical path - what produces a happy customer and adds to profitability.
- Start with small things that benefit your co-workers, then move on to things at a system level.
- Determine probability of success and cost of failure; consider all aspects of both outcomes before you take action.

Know your company's goals and purposes and align your efforts with those of your employer.

- Make sure that you know your boss's goals and view him/her as your primary customer.
- Learn the corporate culture of your organization: attitude toward money and equipment; mode of communication, approach to change.
- Understand the "big picture" through the views of experts familiar with, but not part of, your work group, customer needs and motivation, the competition's perspective, the company management's perspective.
- Take the broad strategic view of things; notice how one thing affects many others.

"Study" the successful people in your organization. Seek their advice.

- Learn from the best. Ask who is the sharpest person in the organization. From whom can you learn the most? Who is most respected? Who is good at what they do? Create opportunities to get to know these people and observe how they work.
- Being around successful people tends to rub off!

Suggest constructive solutions for each problem you present. Take time to consider problems before taking action. Avoid instant emotional reactions.

- Use problems as opportunities to shine.

- Be sure you have a thorough understanding of the problem.
- Look at all the issues involved and the ramifications of various options.
- If you're unsure about what to do, back off and take time to think about it before you give an answer.
- Consult people who will be affected by your solution - your boss, teammates and, sometimes, even your family!

Other Golden Rules for Career Success include the following:

Communicate your contributions and accomplishments to your employer. Don't forget to recognize the contributions of others.

Establish a reputation for doing your assignments well, and on time.

Take the initiative to add new responsibilities (with your manager's approval).

Plan the "next step" in your career. Never be without achievable goals. Continue your formal or informal education; never stop learning and growing.

Seek advice from knowledgeable peers in your organization and from professional associations.

This week's feature by

Candace Mela

Candace Mela is a former recruiter and career advisor.

Free Cramsession IT Newsletters - Choose Your Topics!

H = HTML Format T = Text Format

- | | | |
|---|--|--|
| <input type="checkbox"/> <input type="checkbox"/> A+ Weekly | • <input type="checkbox"/> Exam Tips 'N Tricks | <input type="checkbox"/> • .NET Insider |
| <input type="checkbox"/> • ByteBack! | <input type="checkbox"/> Linux News | • <input type="checkbox"/> Script Shots |
| <input type="checkbox"/> <input type="checkbox"/> Cisco Insider | <input type="checkbox"/> • Must Know News | <input type="checkbox"/> <input type="checkbox"/> Security Insider |
| <input type="checkbox"/> <input type="checkbox"/> Developers Digest | <input type="checkbox"/> <input type="checkbox"/> Net Admin Weekly | • <input type="checkbox"/> Trainers News |

Enter your Email

Subscribe Now!



Your subscribed e-mail address is: steven.thode@toadworld.net
To unsubscribe, simply [click here](#) and hit "send" in your e-mail reader.

[© 2002 BrainBuzz.com, Inc. All rights reserved. Click here for Terms and Conditions of use.](#)