



West Valley Engineering



Prostar Staffing Services



West Valley Technology



Accountants Now!

Top 5 Ways to Become Successful at Work

1. Stay Focused and Create a Plan

Set challenging but attainable goals for yourself as well as deadlines. Trying to reach impossible goals can be discouraging and more stressful. Commitment is the key! Plan for any setbacks that may occur during the process. Stay focused and don't let distractions disrupt your path to success.

2. Think Positive

Believe that you can be successful at work! Believing in yourself will instill confidence when having to complete projects you are given or even just daily responsibilities. Eliminate notions that you are not good enough, smart enough, or even not worthy enough. Only when you do, will success be achieved.

3. Pursue excellence in all that you do

Work hard and always give 110%! This will sometimes require self-motivation. Try motivating yourself by finding passion in your work. Your work and efforts will be recognized when projects and work duties are completed to the best capability. Hard work does pay off—it reduces competition and presents opportunity.

4. Establish partnerships

Building relationships with co-workers gives you the opportunity to learn from one another. They are there to help when you are overwhelmed with massive amounts of work. A healthy partnership encourages a productive and enjoyable work environment.

5. Clean out the clutter and organize your desk

Look around your work area...are there documents or files you need to file or throw away? A clean desk makes for a more productive and less stressful work environment. Simply create places for everything cluttering your work area before you attempt to clean out your desk. Once you've cleaned up your desk, make a commitment to regularly cleaning it up by taking 10 minutes each day to straighten up your paperwork and put things away. You'll be amazed at what you can accomplish in such a short time!



Life is too Short for the wrong job.

FIND EMPLOYMENT | www.westvalley.com