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# YOUR JOB



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As it has been previously discussed, people's job is a very important part of their lives. It helps them grow professionally, it allows them to meet new people and learn about new things and experiences that also help them in other aspects of their lives.

However, working environments are not always easy. There are many challenges and situations in there for which they need to react and their decisions can make a difference in the way they succeed or not in their job.

Therefore, the following article from The Muse will provide some tips about important things you need to consider in your job – if you want to succeed.

## **9 EVERYDAY DECISIONS THAT WILL MAKE OR BREAK YOUR CAREER**

By Jeff Haden of Inc.

Perspective always clears away the fog. When we look forward, the path seems uncertain and the future unpredictable. When we look back, all the dots seem to connect. The key is to never be forced to look back and regret certain decisions—and that means standing strong in the face of challenges, adversity, and stress. (In other words, staying mentally strong.)

Here are nine decisions that successful people refuse to make.





## 1. CHOOSING TO GIVE IN TO FEAR

Being brave doesn't mean you aren't afraid—in fact, the opposite is true. Courage without thought or meaning is simply recklessness. Brave people aren't fearless; they've simply found something that matters more to them than fear.

Say you're scared to start a business. Find a reason to do that that means more: creating a better future for your family, wanting to make a real difference, or hoping for a more rewarding and fulfilling life.

Once you find a greater meaning, you also find courage. See fear not as something to shrink from but as something to overcome, because that's all it is.

## 2. CHOOSING THE PAIN OF REGRET OVER THE PAIN OF DISCIPLINE

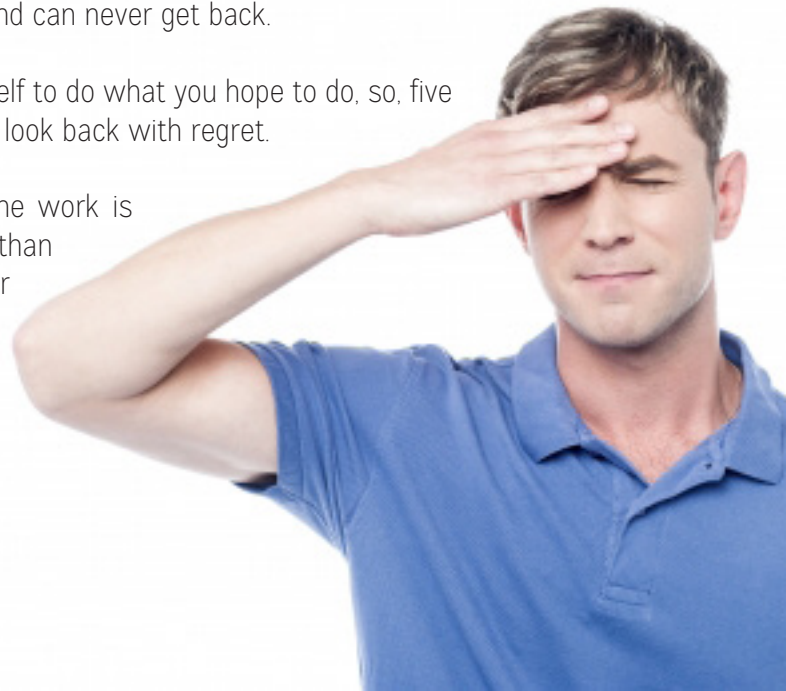
The worst words you can say are “If only I had...”

Think of all the things you've wanted to do but never have. What did you do instead? If you're like me, you don't even remember. All that time is gone, and whatever I did instead wasn't even worth remembering.

Think about something you dreamed of doing five or 10 years ago but didn't work to do—and think about how good you'd be today at that thing if you had. Think about all the time you wasted and can never get back.

Then, today, start pushing yourself to do what you hope to do, so, five or 10 years from now, you won't look back with regret.

Sure, the work is hard. Sure, the work is painful. But it's a lot less painful than thinking back on what will never be.





### 3. CHOOSING TO NOT SAY “I WILL”

A boss once gave me what I thought was an impossible task. I said, “OK. I’ll try.”

He told me trying didn’t matter—as long as I didn’t quit, I’d finish it. Trying didn’t enter into it. Persistence was all that mattered.

Often we say “I’ll try” because that gives us an out. Our ego isn’t on the line. Our identity isn’t on the line. After all, we’re just “trying.”

Once we say “I will,” our perspective changes. What previously seemed insurmountable is no longer a matter of luck or chance but of time and effort and persistence.

When what you want to do really matters, don’t say “I’ll try.” Say “I will,” and then keep that promise to yourself.

### 4. CHOOSING TO NOT TAKE LOTS OF SMALL RISKS

You may never create the perfect business plan, or find the perfect partners or the perfect market or the perfect location, but you can find the perfect time to start—because that time is now.

Talent, experience, and connections are important, but put your all into enough new things, and some will work.

Plus, after you take enough chances, over time you’ll grow more skilled, more experienced, and more connected. And that will mean that an even greater percentage of your

efforts will succeed. Take enough shots, and learn from each experience, and in time you’ll have all the skills, knowledge, and connections you need.

**TAKING A SHOT = TAKING AN OPPORTUNITY**

Ultimately, success is a numbers game; it’s all about taking a shot,

over and over and over again. The more shots you take; the more times you will succeed. So get the power of numbers on your side and take as many shots as you can.

There is no guarantee of success, but when you don’t take any shots at all, you’re guaranteed to always fail.



## **5. CHOOSING TO NOT MOVE**

Familiarity creates comfort. But comfort is often the enemy of improvement.

If you have a great opportunity and the only thing holding you back is the thought of moving, move. If you want to be closer to family or friends and the only thing holding you back is the thought of moving, move. If you want to be closer to people who think and feel and act like you, move.

You'll soon find cool new places to hang out. You'll soon develop new routines. You'll soon make new friends. When the fear of moving is the only thing holding you back, move. You'll meet cool new people, do cool new things, and gain a cool new perspective on your life.

Besides, Thomas Wolfe was wrong: If it doesn't work out, you can go home again.

## **6. CHOOSING TO NOT LET GO**

Bitterness, resentment, and jealousy are like drinking poison and expecting the other person to die. You are the only one who loses.

Life is too short to resent all the people who may have hurt you. Let hard feelings go. Then spend the energy you save cherishing the people who love you.

## **7. CHOOSING TO NOT SAY YOU'RE SORRY**

We all make mistakes, so we all have things we need to apologize for: words, actions, omissions, failing to step up, step in, to be there when we're needed.

Swallow your fear—or pride—and say you're sorry. Then you'll help the other person let go of her resentment or bitterness.

And then you both get to make the freshest of fresh starts, sooner instead of later—or instead of never.



## 8. CHOOSING TO NOT THROW OUT YOUR BACKUP PLANS

Backup plans can help you sleep easier at night.

Backup plans can also create an easy out when times get tough.

You will work a lot harder and a longer if your primary plan has to work because there is no other option. Total commitment—without a safety net—will spur you to work harder than you ever imagined possible.

Then, if somehow the worst does happen (although the “worst” is never as bad as you think), trust that you will find a way to rebound.

As long as you keep working hard and keep learning from your mistakes, you always will.

## 9. CHOOSING TO BE TOO PROUD

Don't be too proud to admit you made a mistake. To have big dreams. To poke fun at yourself. To ask other people for help.

To fail.

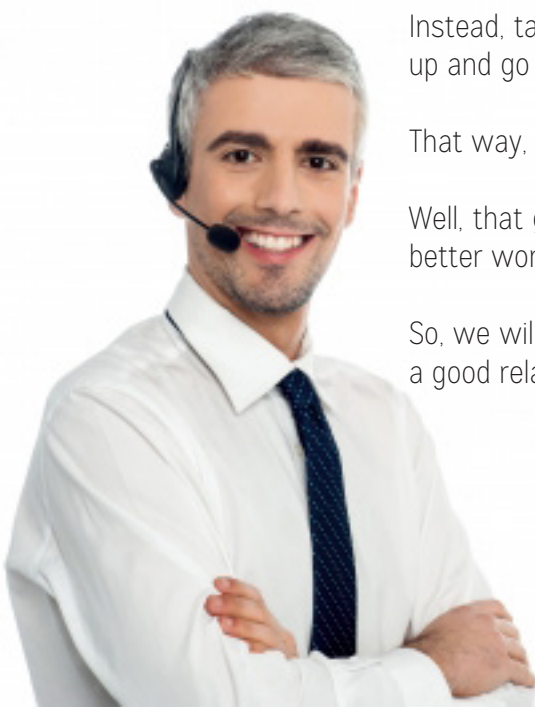
And to pick yourself up, dust yourself off, and go again.

Instead, take pride in the fact that no matter what might happen, you will always get up and go again.

That way, you never truly lose—and your dreams can never die.

Well, that gives us some ideas, right? It is always good to learn tips about how to be better workers. But how about our bosses? We need to get along with them too.

So, we will read another article from The Muse that will give us some ideas for having a good relationship with our boss.





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# 17 EASY WAYS YOU CAN GET ON YOUR BOSS' GOOD SIDE—STARTING TODAY

By Abby Wolfe

I want to be good at what I do, and I bet you do, too. Though the motivation may differ—a promotion, a raise, the Employee of the Month award, or to simply feel good about yourself—there's no denying that the desire to succeed is a powerful one.

But in order to be successful, there are certain people we must work harmoniously with—the most important one being your boss. When it comes to your career, your manager plays a key role in your growth and achievements. And let's face it—if we don't get along with said boss, the role she begins to play is “roadblock.”

And while there is, unfortunately, no secret formula to making your supervisor think you're great—and thus eliminating that barrier—below are some things you can do in every job that should earn you a big thumbs up.

## 1. ADMIT WHEN YOU MAKE A MISTAKE

No one is perfect—slip-ups happen from time to time, and that's OK. Acknowledging you messed up will show accountability, help you learn, and prevent your boss from being blindsided when the error surfaces on its own (which it will).

## 2. PROOFREAD YOUR EMAILS

Your performance is a direct representation of your manager. If you're shooting off shoddy emails, it can reflect badly on her and your team. Taking those extra seconds to read your message may also help you from sending a response laced with sass and frustration.

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Proofread = Read many times and check your spelling and punctuation

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### 3. MEET YOUR DEADLINES

Your manager, and likely others, are relying on you to finish your tasks in a timely manner. Getting things done by the time you're supposed to will make managing you a breeze. And let's be real—you know you loathe the people who constantly keep you waiting (in work and in life), so don't be one of them.

### 4. LET YOUR BOSS KNOW ASAP IF YOU'RE GOING TO MISS A DEADLINE

We already established you aren't perfect (see number one), so we get it—sometimes a deadline can't be met. No matter who the finger of blame should be pointed at, your manager needs a heads up so she can plan accordingly.

### 5. ASK QUESTIONS WHEN YOU HAVE THEM

You can't know it all—no one can (except maybe someone as successful as Adele). If you are unsure of something, it's better to ask someone than to do something incorrectly or sit there and avoid it all day.

### 6. BUT, DO TRY TO FIGURE IT OUT BEFORE YOU REACH OUT FOR HELP

Showing initiative and problem-solving skills are characteristics that will cause every manager to breathe a sigh of relief. But don't spend forever doing it—know when it's time to throw in the towel. My golden rule? If you spend more than 30 minutes trying to find the answer, raise your white flag and let someone come to your rescue.



Deadlines = Date in which you need to have something finished





## **7. SAVE ANY GRIEVANCES YOU HAVE FOR ONE-ON-ONE MEETINGS**

You most likely aren't going to agree with everything your boss says and does (if you do, lucky you). But instead of calling her out in front of the whole team, address her in private. No one likes to be thrown under the bus, especially in front of the people they manage. And when you do meet with her, make sure you're going about your feedback correctly.

## **8. BRING SOLUTIONS, NOT PROBLEMS**

If you have a problem, simply complaining about it is not going to help change it. So when you address your manager in that one-on-one meeting, come to the table with suggestions, or at least the willingness to brainstorm some with her.

## **9. ACKNOWLEDGE WHEN YOU'RE AT CAPACITY**

While it's tempting to say "Yes!" to everything in an effort to prove you're a hard-working superstar, everyone has a threshold. Once you cross it, the quality of your work (and your work-life balance) will start to diminish. And that doesn't benefit anybody.

## **10. BE A TEAM PLAYER**

Neither your team nor your company can reach their full potential if you aren't playing your part. And that limits your opportunity for success, too. The car can't run if one of the wheels is stuck in the mud. Don't be that wheel.



## **11. TAKE WORK OFF HIS PLATE**

Managing you and your teammates isn't your boss' only job. He has his own tasks, projects, and career goals, too. There are likely some items on his to-do list that you can do for him. Take a look at your workload, and if it isn't too heavy, offer to help make his list a little shorter.

## **12. TREAT HER LIKE A PERSON**

What's that you say? Your boss is human, too? Yep! And though the majority of your interactions involve her ensuring you are on task and have everything you need, it's not her only concern in life. (Believe it or not, she probably has a guilty pleasure TV show she binge watches on the weekends, too. Scandal, anyone?) Make a note of personal things she mentions—her dog's name, a book she's currently reading—and ask about them when the time is right.

## **13. TAKE INITIATIVE TO FURTHER YOUR LEARNING**

Just because you're out of school doesn't mean your education has to end. Show you want to better yourself by signing up for a class, attending a workshop, or watching YouTube videos about cool Excel tricks. Want to hit the ball out of the park? Take it one step further and share what you learn with your team.

## **14. OFFER TO MENTOR OR TRAIN A NEW TEAM MEMBER**

Teaching somebody the ins and outs of a position is tough work. It can even be a job in itself. So when your supervisor hires a new team member, offer to get him or her up to speed. This will allow her to continue focusing on the big picture and dedicating enough time to supervise the whole team.





## 15. LEARN FROM YOUR MISTAKES

There aren't many things more frustrating than having to tell someone something over and over again. When you make a mistake, take the appropriate steps to prevent yourself from making that same blunder in the future. Write it down, add a task to your process, put a reminder in your calendar—whatever it takes, learning from your slip-ups is a true sign of growth (and also keeps your boss from pulling her hair out).

## 16. KNOW WHEN TO STOP TALKING

Your voice is important and it should be heard. After all, you're a valuable part of the team. But that doesn't mean you should be the team chatterbox. Allow others to speak up, too, and make sure you're not just speaking because you like the sound of your voice.

## 17. SHOW YOUR APPRECIATION

Yes, managing you is part of his job. And yes, his paycheck probably benefits because of it. But he is still taking time out of his busy schedule to ensure you have what you need

**EVERY SUPERVISOR HAS DIFFERENT MANAGEMENT STYLES, AND YOUR BOSS MAY VALUE SOME QUALITIES IN HIS OR HER EMPLOYEES OVER OTHERS.**

and to provide support when you need it. When he does something you appreciate, say thank you and tell him how he helped you. Better yet? Sing his praises and write a recommendation on LinkedIn.

Every supervisor has different management styles, and your boss may value some qualities in his or her employees over others.

This will change with each job you have, but if you try to do (at least most of) the things above, you'll receive your boss' seal of approval.

And while this seal may not be obvious (I mean, you aren't going to get a trophy for being a good employee), it will show in the ways that count—more responsibility, a positive performance review, opportunities to manage others, and occasionally that big promotion.



## WORK ROUTINES

There are some routines we live in our job, some that are not as good as they should be. Let's read the following article from Jobacle.com and find out about some of them.

### WORK ROUTINES: THE GOOD AND THE BAD

We all like to think we're the perfect, indispensable employee but are we right? The most successful employees have highly effective work habits and routines. The worst of us either don't have those routines or have poor routines instead. So which habits do you keep and which do you through away?

#### ***Routines to Toss Out***

- **Gossiping:** we've all done it. And we've all enjoyed doing it. We've all been part of that huddle around the water cooler or over the coffee pot dishing the latest office dirt.

Gossiping is not only one of the highest time wasters in a business but can also be one of the most hurtful. The next time you're enjoying a good round of gossip, stop and remember that you could be the next topic!

- **Baggage:** every single employee has a life outside of work; as surprising as that may be. Bills, significant others, kids, pets; these things can all get in the way of your productivity at work. Leave the baggage at home because, without a doubt, it will wait for you until the end of your shift.

- **Playing Hooky:** who hasn't wanted to call in sick on a warm, summer day? Don't. Calling in sick when you aren't really ill is not only dishonest but robs you of a day off that you may legitimately need later. There's not much that can't be put off until your weekend.

- **Kissing Up:** every office has one; the employee who kisses up to get preferential treatment. It doesn't always work but, when it does, can leave a bad taste in the mouth of those around you. Instead of kissing up, impress the boss with your work performance.





## ***Routines to Keep***

- **Punctuality:** employers love a person who's on time all the time. Don't forget, punctuality includes starting your assigned job when you are supposed to start it. If you need to put away a lunch, throw a coat off and/or collect things you need to use during the day, arrive 5 or 10 minutes early to get those things done. You aren't paid to get ready for work, you're paid to work.
- **Consistency:** if your employer can count on you for consistent job performance, you'll stand out from the crowd.
- **Self-management:** don't be one of those employees who needs to be supervised constantly. Keep yourself busy! If you have a lack of work, go off and ask for some more or find some more.
- **Positivity:** every now and again we all wake up on the wrong side of the bed. You choose your mood so choose to be in a positive one! You'll find that your attitude is infectious to both yourself and those around you.
- **Dressing Professionally:** some jobs require a uniform, some allow you to be more creative in your dress. Choosing what to wear to work can be tricky. For women, skirts should hit the knee and cleavage should be kept to a minimum (or hidden all together!). For men, khakis and a button-down or polo always look sharp. Keep the latest fashion trends in the closet and use them for a night out!
- **Be Respectful:** everyone likes to have friends but that doesn't mean you have to be the social butterfly of the office. Treat your co-workers like the professionals they are, not like your drinking buddies.

If you feel like you're reading about yourself while reading about these routines and habits, take stock. Where do you fall? Do you have more bad habits than good? More good than bad? Be honest and change what you need to change; your co-workers will thank you!



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