Excelling At The Workplace

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Why Do I Need to Excel At Work?
Proverbs 22:29...

Seest thou a man diligent in his business? he shall stand before kings; he shall not stand before mean men.
King James Version (KJV)

Do you see a man diligent and skillful in his business? He will stand before kings; he will not stand before obscure men.
Amplified Bible (AMP)

Do you see someone skilled in their work? They will serve before kings; they will not serve before officials of low rank
New International Version (NIV)

Observe people who are good at their work—skilled workers are always in demand and admired; they don’t take a backseat to anyone.
The Message (MSG)

...There is a lot in it for you
“The best way to appreciate your job is to imagine yourself without one”

~ Oscar Wilde~
It doesn’t matter whether you are engaged in your dream career or just working at a job; not trying your best to succeed / excelling at the workplace doesn’t make any sense:

- You spend about a third of your life at work
- When your work is not done right, it can lead to a lot of unnecessary unhappiness.
- You don’t require a huge investment to be successful at work.

All you require to be successful is the right ________________???
ATTITUDE
1 + 20 + 20 + 9 + 20 + 21 + 4 + 5 = 100%

Attitude is Everything
What Does It Mean To Excel At Work?
What does it mean to excel at work?

Having the two key ingredients - good work ethics and work excellently.

Both are required to succeed:

- Good work ethic / honest / hardworking & incompetent / unproductive / ineffective

- Productive / competent / effective & dishonest / fraudulent

- Good work ethic / honest / hardworking & productive / competent
“There is little difference in people, but that little difference makes a BIG difference. The little difference is **Attitude** and the BIG difference is whether it is **Positive or Negative**”

~W. Clement Stone~
How do I Excel at Work?
Principle #1

Walk The Talk; Do Your Job Well...

- Take pride in what you do and enjoy it
- Be the go to person: what are you known for?
- Go the extra mile and do your job better than your colleagues would
- Fill any void / deal with areas for improvement
- Seek to shine at what you do
- Be confident and make it seem effortless, never let anyone know how hard you work
“Excellence is not a skill. It is an attitude.”

~Ralph Marston~
Principle #2

Appraisals & Performance Evaluations Are Continuous...

- Everything we do at the workplace speaks volumes about us – how we dress, how we talk, how we eat in the cafeteria, who we associate with etc.?
- Remember there is always someone watching and judging you
- You have the power to help them make positive conclusions about you
- Smile Often! Be Confident! Have a firm handshake! Dress well! Speak well! Write well! Be Professional!
Principle #3

Have a Plan...

- Be clear as to where you are going (long term goal / end goal) and how this job fits into the plan
- Understand what is required to progress at your job; why, how and when are people promoted?
- Set short term objectives for yourself
- Understand what your role is and how you fit into the team and organisation
- Understand your strengths and weaknesses
- Identify and take advantage of opportunities when they become available
Principle #4

Think Before You Speak, You don’t have to speak If You Have Nothing To Say...

- Only speak sense
- Don’t join the office gossipers team
- Try and say positive things about people as you are judged by what you say and how you say it
- Be cheerful and positive
- Compliment people sincerely – insincerity always shows through
- Don’t swear
- Be a good listener
- Say please and thank you
“It is your attitude
Not your aptitude
That determines your altitude”

....Zig Ziglar
Principle #5

Be Proactive...

- Act one step ahead
- Take initiative
- Push the limits when necessary
- Think “outside the box”
- Don’t confuse taking initiative to knowing it all
- If you already deliver at a higher level, it’s easier for you to be considered for that promotion
“A strong positive mental attitude will create more miracles than a wonder drug”

Patricia Neal
Principle #6

Be Objective & Cultivate Diplomacy...

- Don’t start fights, stop them
- Don’t sit on the fence, mend them
- Give advice and inspiration
- Be known as the problem solver
- Be known for your objectivity and impartial appraisal of situations
- Ask questions and don’t take sides
- Never get personal
- Never lose your temper
When it rains, all birds occupy shelter. But the EAGLE avoids rain by *flying* above the clouds...

Problem is common to all. But the **ATTITUDE** to solve the problem makes all the **DIFFERENCE**
Principle #7

Get a Good Understanding of the System…

- What are the unspoken rules?
- Study your work environment closely
- Identify who the key stakeholders are
- Understand your employer – vision, mission, goals, strategies, culture, core values etc
- Know and manage your boss (team lead, direct supervisor, manager, MD etc.)
Principle #8

Be Willing To Learn...

- Understand that when you stop learning, you stop growing
- Take ownership of your self development and continuous improvement
- Know a little about a wide range of subjects
- Be on top of the topical issues in your industry
- Be thirsty for knowledge
- Identify and work closely with a mentor
- Take constructive criticism gracefully
- Learn new skills and understand latest trends
Principle #9

Network & Cultivate Relationships...

- Develop a strong and reliable network within your organization and your industry
- Cultivate the relationships you have; follow-up, keep in touch
- Surround yourself with positive and progressive people
- Have someone within your sphere of influence who inspires you
- Mentor new employees and younger colleagues
Principle #10

Be connected to the Source of all Wisdom & Understanding...

- After all is said and done, we need help to excel at anything including work
- Constant connection with our SOURCE will ensure we do the right things, at the right time and in the right place
- Being connected will assure us of good results and overall success
For most of us, it's important to strive to be the best worker we can be -- to excel at our jobs. It's not necessarily about impressing the bosses and obtaining a promotion (though you may desire that down the road) -- it's more about having a sense of accomplishment for a job well done.
Finally, remember that when you are the person that's new to the job -- or learning a new task -- it's always better to ask questions (even repeating the same ones until you fully understand the answer) than to proceed blindly and stumble so badly that you have no chance of recovering.
Final Thoughts...

While there is no such thing as job security anymore, following the tips in this article should help you become an indispensable member of the organization's team.