

# Workplace Success Skills

*Imagine how much more productive and satisfying your professional life will be once you put these workplace success skills into action.*

Continuous learning,  
professionalism and  
teamwork:  
**IT'S WHAT SETS  
THE BEST APART  
FROM THE REST.**

Succeeding in the workplace isn't just about what you do for a living but also about how you do it. Those who show commitment to continual learning, professional behavior and collaborative teamwork excel in the workplace. Show your employer these skills along with dedication and commitment to the company, and you'll be on the path to success.

## CONTINUALLY LEARNING

Improving yourself with continual education will work to your advantage, as today's technology enabled workplaces demand continued learning and development.

## BEHAVING PROFESSIONALLY

Workplace etiquette is present in every

organization, whether written or implied. Be quick to understand, appreciate and abide by the cultural customs, standards and values espoused by the organization's leadership.

## EMBRACING COLLABORATIVE EFFORTS

Collaborative teamwork is essential to organizations competing in today's marketplace.

## ACTION STEPS

### Continually Learning

- ✓ Challenge yourself to take on projects that stretch your abilities and expand your experience.
- ✓ Ask questions and clear away any confusion about what's expected.
- ✓ Clarify what's needed ahead of time and you set yourself up for exceeding expectations.
- ✓ Attend professional development events and trainings and expand your skillset.
- ✓ Meet other professionals in your industry, share ideas and inspire one another.
- ✓ Demonstrate leadership and confidence by taking on tough problems.

### Behaving Professionally

- ✓ Be on time and demonstrate reliability and dependability.
- ✓ Dress professionally and take your business fashion cues from those you report to.
- ✓ Limit use of your smart phone/internet

for personal matters to time away from office.

- ✓ Maintain clear separation between personal tasks and work tasks, stay focused on work.
- ✓ Keep your desk or workplace clutter-free and clean up after yourself in kitchen, etc.
- ✓ Ensure all written (email) communications include proper grammar and correct spelling.

### Embracing Collaborative Efforts

- ✓ Acknowledge others and be quick to give credit where credit's due.
- ✓ Check body language and tone to ensure you're always putting your best foot forward.
- ✓ Seek out an experienced coworker to provide guidance and feedback on your job performance.
- ✓ Avoid saying negative things about someone in their absence.
- ✓ Convey respect when addressing a coworker with whom you have a conflict.
- ✓ Take interest in and get to know your co-workers, and learn to work together as a team.

## KEEP IN MIND

Developing and applying workplace success skills takes steady, consistent effort. Remember, you're not alone when it comes to identifying and developing the skills that will enable you to excel. Consider engaging a life coach or counselor for guidance on next steps.

***What steps will you take today to start applying these workplace success skills?***