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Tips for the Workplace
Your First Week and Beyond

Making the jump from school or college to full-time work should be exciting, not intimidating. Here are some useful tips to ensure that your first day and every day afterwards go off without a hitch.

Be an early bird

It's always important to get to work on time every day. Get a good night's sleep and set your alarm to give yourself enough time to get dressed, eat breakfast and get to work. Arriving at work early will show you're enthusiastic about your job and give you that extra time you need to plan your day.

Give things a go

If you're up for a challenge and willing to try new things, your employer is more likely to give you more responsibility. It's better to try and fail than to not try at all.

Be positive

Keeping positive and feeling confident in your abilities will always help you at work. Showing a positive attitude to tasks given to you will show your boss you are able and willing.

Don't be afraid to ask

If you have a problem, your employer will always prefer you to ask for help. Talking things through and clearing issues up will help you understand and show that you're confident to raise your thoughts.

Looking Good

Richard Denny states, "Dress for the job you want, not the job you have". Looking smart and dressing appropriately for your type of work will get you noticed. It'll also make you feel confident and ready for the work day ahead of you.

Talk the talk

Whether you're speaking to customers or colleagues, it's important to speak clearly and confidently to get your point across. Stay professional and stay away from bad language and slang.