

# How-To Quit Your Job the Right Way



People are changing careers more often now, than ever before. It's said that the average American worker will change jobs four times before they retire. The model of working for the same company baby boomers are accustomed to still exists, but it's become less and less the norm.

Considering this trend, you're going to quit your job at least a time or two during your career. It's never a fun, or easy process but, it's inevitable for most. The key is going about it the right way. The last thing you want to do is leave a bad taste in anyone's mouth or, burn any bridges. We talked to the experts and they offered up their best advice which we've shared below.

## Tell Your Boss Before Anyone Else

This probably seems pretty obvious but it's amazing how often it doesn't happen. The reality is you probably have colleagues you trust and confide in. They're the people you vent to, go to for advice, and who lend you an ear when you need to talk.

If you're thinking about quitting your job, you might be tempted to tell someone you trust, who isn't your boss. You trust them not to say anything. This is hardly ever a good idea, however. What happens is, the person you tell will likely share the news with someone they trust. Before you know it, the office rumor mill starts to churn, and your boss finds out you're planning to resign from someone else.

The consequences can be far reaching. At the very least, you'll leave a poor

lasting impression for your lack of professional courtesy. The worst-case scenario is that your boss feels slighted. When the time comes for your new employer to check references, your old boss might give you a less than glowing reference.

Have the decency to tell your boss you're planning to resign before you tell anyone else. It's the professional thing to do and, you won't risk any bad feelings down the road.

## **Give Ample Notice**

One of the worst mistakes you can make when you're quitting your job is not giving enough notice. This can cause all sorts of problems for your employer and sends the message that your only concern is what's next for you.

If you plan on quitting your job, give plenty of notice. Even though the standard is two weeks, higher profile jobs might need more time.

Whatever you do, don't make your resignation too abrupt. It's only fair to your employer and your colleagues.

## **Come Up with a Transition Plan**

Giving ample notice of your resignation is only part of a sound exit strategy. The next step involves giving status updates on important projects and, presenting a plan of action to keep things moving along in your absence.

If you have the time, offer to help train your replacement.

Providing your employer with a transition plan is a win-win for everyone. First, your boss and colleagues will truly appreciate your concern for creating as few waves as possible. Secondly, you virtually assure yourself a positive reference when the time comes.

## **Write a Proper Resignation Letter**

Chances are you probably spent some considerable time writing a cover letter when you applied for your current job. The truth is, you should give just as much attention to your resignation letter.

This will be the last document that goes in your employee file so make it a good one. Writing a good letter of resignation shows your employer that you respect them and, have the professionalism to do things the right way.

The best resignation letters are brief, show genuine gratitude, provide a transition plan and are submitted well in advance of your final day.

Believe it or not, quitting your job the right way is a necessary skill in the modern workplace. You'll probably have to do it more than once. While it's never fun, and certainly not easy, it's something that can be done with grace and class. If you follow the steps outlined above, you'll not only ensure a smooth transition for your entire organization, you'll have a quality reference moving forward.

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## How-To Know It's Time to Make a Career Change



If there's one thing that's constant in this day and age, it's change. And it's something that most people have a hard time with. The crazy thing is that it inevitably happens to all of us, yet we resist it. Our brains are hard-wired to tell us that there is safety found in predictability and routine. The unfortunate part is that if you refuse to change, you end up stagnating, get bored and your [productivity suffers](#). This is especially true in the workplace. The bottom line is, change can be good a thing if you're no longer happy in your current post.

**It's Time for a Change if You're Bored to Tears or Overwhelmed**

In order to be your most productive at work, you need to be challenged in the best ways possible. When you're bored, you aren't being challenged enough and conversely, if you find yourself overwhelmed, you either have too much on your plate or the job you're expected to do might not be something that fits your skillset. Pay close attention to symptoms of both stress and boredom. If they show themselves on a regular basis, it's probably time to look for something different.

### **If Your Mind Wonders, It's Time to Move On**

Do you ever find yourself sitting at your desk staring off into space and thinking about what it would be like to be anywhere but where you are? This is an obvious sign that you're no longer happy with your current situation. If this goes on long enough, you might even start to complain to family, friends and even colleagues about what's missing. If this is the case, you'd best take decisive action, or someone else might make the choice for you.

### **No One Wants to Feel Underappreciated**

When you started your current job, you were eager to share your thoughts and ideas with your colleagues and superiors. They even asked for your input on important decisions. But now you feel like everything you have to say falls on deaf ears. And what about that overtime you put in to meet a critical deadline? No one acknowledged your efforts or thanked you for all your hard work. It sucks when this happens. Whether you're simply not a good fit for the culture or you actually are being walked on, take it as a sign that there are greener pastures somewhere else.

### **If You're Constantly Being Told to Work on Your Weaknesses, Adios**

Individual reviews are the norm in the workplace these days. We all dread them, but our hope is that they go well. That's not always the case unfortunately. If you're consistently being told that you need to strengthen this, that or other thing, it might not be worth beating yourself up or feeling inadequate just to make other people happy. Of course, constructive criticism can be useful, but if it's to the point where you feel like your efforts aren't good enough or you're just being berated, probably time to head for the door and find a better fit.

### **You're Unhappy**

It's a simple fact that if you don't enjoy what you're doing, you probably don't do your best work. People that love their jobs derive happiness from the process of completing projects and accomplishing goals. Sure, they might be motivated by a promotion or a bonus, but they truly enjoy the journey of getting there. If you find the work you're currently doing to be laborious and dreadful, what the heck are you still doing there? It's time to consider some other options.

## Have the Courage to Make a Change

Maybe you can identify with some of the symptoms above and know in your gut that it's time to do something else. That's only the first step though. Having the courage to act decisively and follow through is another story. Because of the way we are wired to think, most people are hesitant to take a drastic step because doing so involves uncertainty and going outside their comfort zone. That's ok, no one ever said change was easy. But you have to ask yourself the question, "can I really expect different results if I keep doing the same thing?"

As much as you might not like it, change is something you're going to have to deal with. Sometimes your hand is forced and you don't have a choice except to change. But what about being your own instigator for change? Scary? Sure. Dealing with unknown? Ditto. Just ask any successful person you know and they will tell you that at some point in their life, they took a risk that allowed them to become who they are today. In fact, they probably failed many times along the way. But in the end, failure isn't the opposite of success, it's part of it. So, if you notice any of the signs discussed above, take a leap and make a change. It doesn't even have to be a big step to start. Just be open to learning of other opportunities to see what your options might be. Things will start coming your way then and you can figure out the next step. Even if it doesn't work out right away, you'll set yourself on a trajectory to achieve the things you really want.

I am a [Regulatory and Quality Recruiter](#) that helps people make career changes in the Bay Area. If you are interested in making a change in the [Life Sciences industries](#), contact me, Jeff King at (541) 639-3501.

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# Don't Let Fear Be Your Decision Maker



We have many reasons that we choose “yes” or “no” when it comes to making a job change. Often, fear is the decision maker. Fear supports our decisions from what we are going to lose, rather than what we could gain. This causes many people to stay in jobs that they hate.

I can't quit. This job is salary and gives me vacation time. What if I can't find that again?

Instead, consider how your life, both personally and professionally, would benefit from quitting the job. You now have the opportunity to pursue a career that provides you with the lifestyle and culture that allows you to enjoy your work, and may allow you to learn new things to enhance future job opportunities.

Forbes Coaches Council addresses fear decision making, claiming that “the fear of making decisions and embracing change, whatever the consequences, will keep us stuck in place when we should be moving forward toward new experiences.” You could be missing out on any positive life experiences if you make decisions from fear.

Often, our reason for sticking in a job that we hate is for security - benefits, good pay, vacation time, etc. You might not want to enter the job search and “start over”, but any new growth has to have a starting point.

Mira Kaddoura, Founder and Executive Creative Director of Red & Co. claims that “security is an illusion”. At any moment, the company could go bankrupt or be sold. Your position will be lost and you may not be promised a severance plan.

With this in mind, isn't it worth finding a job that you love?

The following are the five worst reasons that people stay in jobs they hate. Each reason is led by fear and resistance to change.

1. Because it is secure
2. Because I like my coworkers
3. Because I am too old to find a new job
4. Because I don't want to search for a job
5. Because I already know how to do the job

Working with a good Recruiter can help you find new opportunities and help you evaluate if these opportunities will help you get to where you want to go in your career, or to better fit your lifestyle. They can also help make the process much easier for you and less stressful.

I am a specialty [Quality and Regulatory Recruiter](#) for the [medical device, pharmaceutical, and biotech industries](#). I can help high-qualified employees find a great job that fits their skill set. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

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## How To Discover a Candidates “True” Personality



In the past two articles we took a look at interview questions that can help go beyond the standard interview questions. This time we take a look at breaking through a candidate's best behavior during the interview and "honeymoon" period of employment.

From early childhood we are taught to always act on our best behavior when meeting new people. As we get older we are taught to put our best foot forward whenever we are networking or interviewing. **How people act in an interview can be very artificial.**

The best-case scenario is that the interview is a well-rehearsed production with a candidate who has dressed in their best suit ready to give a prepared "pitch" on their attributes and abilities. This production generally continues through the "honeymoon" period of the first six to twelve months that the candidate is in the position.

The shiny veneer usually fades at the 18-month mark, just when the candidate is fully trained and integrated into the team. How can this be avoided? Luckily the resume and interview can shed all the insight needed.

**A candidate's true colors can be seen in a candidate's job history.** If the candidate who has been in the workforce for 5 years or more has had five different jobs or more, there could be an issue. While this is not a tried and true means of weeding out potential issues in the future, it is definitely a talking point for the interview.

By asking the candidate about the chronic job changes, much more insight can be gained. What attracted them to the position and/or company? Why did they leave? Do they regret leaving? How did their manager rate their performance? What aspects of the job did they like and dislike?

Digging deep into the candidate's past will not only take them away from the well-rehearsed stock interview questions, but will also cause them to hopefully be candid about their job history. It could be revealed that they are a victim of layoffs, hence the frequent job changes. Perhaps they continually apply for and accept jobs that they are overqualified for, but feel that they can make the best of.

**The most competent person may not possess good judgment.** This is especially important in industries where confidentiality is important. Whether it is



client/ patient information, trade secrets, or other sensitive information it is important to know that your staff is abiding by company policy and/ or the law.

Gauging a candidate 's values can be achieved through interviewing. **Real life scenarios that take place in the specific workplace can expose how that candidate may react when placed in that situation.** Do they follow a manager's instructions about honesty with a customer when it comes to a product delivery date? If a manager leaves sensitive documents accidentally out in plain sight would they read them?

**Once the interview process is complete- ideally with the candidate meeting with the hiring manager and another leader in the organization - it is time to check references.** Candidates should be asked to provide contact information for direct managers of previous employers. These are the individuals who can shed the most insight on the candidate's past performance. Speaking to the direct supervisor 's direct report can give even greater insight and unbiased information on the candidate. The BEST question to ask a prior manager is "What is the best way to manage and/ or motivate (name)?" While previous managers may hedge on not recommending they will often answer that question candidly.

Employee attitude, not skill is usually the largest fact or in failure in the first 18 months of a position. Seeing through a candidate's best behavior during the interview process will help determine the long-term success of your new hire.

If you're losing exceptional candidates to your competition or finding that your pool of qualified candidates is drying up, then I invite you to a complimentary consultation on how to attract great talent AND keep from losing them during your interview process. Simply reply to this email to schedule a call. I promise that you will leave our call with 2-3 ideas to greatly impact your ability to find, attract, and procure the top 10-15% of the candidate pool on a consistent basis.

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# 5 Reasons Why Your Employees Are Quitting



Any business owner knows the anxiety when great employees quit their jobs. We invested training, resources, and time. Then your employee puts in their two weeks notice.

*Why did this happen?*

This article explains some of the top reasons that employees quit their jobs. Hold an exit interview to discover where your employees were dissatisfied.

## Low Compensation

Money is one of the most persuading factors for business decisions. This includes wage. Your employees want to be paid what they deserve. If your incentive does not fit the employee's effort you could experience a high turnover rate. Especially in a tight market for talent where your employees may be getting contacted about opportunities that are offering a better compensation package. Retraining, relocating, and hiring is a hefty cost for the company. In the end, paying your employees less could be costing your company more.

## Negative Environment

Bullying, screaming, talking down, mismanagement, hostility, or more subtle forms of poor communication are all forms of a toxic work environment. As a business leader, you should not accept this environment as "what it is."

*What is the root of the problem?*

If an employee is spreading gossip then speak with them. If the problem is ongoing, you will probably experience high turnover in your workplace. Another common problem I hear about is lack of recognition or appreciation for the job your employee is doing. Showing appreciation goes a long way to building loyalty with your employees.

## **No Opportunity for Growth**

According to a survey by TinyPulse, Only 26% of employees surveyed felt they had adequate opportunities for career growth. The managers of these same employees were more optimistic: 50% of managers surveyed felt there was adequate opportunity for professional development at their organizations. This is a major disconnect!

The miscommunication can lead to a high turnover rate. Employees want to work for a company where they can advance their career. To avoid conflict, provide job trainings and promote new openings internally.

## **Poor Management**

Poor management impacts the entire organization. Employees become unproductive, unmotivated, and the company is unable to fulfill it's potential.

The average organization is 50% as productive as it should be, thanks to less-than-optimal leadership practices.

### **Problems of Poor Management**

- Operate Bad Meetings
- Employees Not Recognized
- Employees Afraid of Losing Job
- Stressful, Negative Work Environment
- Hire the Wrong Candidates

# Pursue Another Passion

Sometimes, the career just does not fit your employee's passion. They may decide to move onto another career that is a better fit. Don't take this rejection personally. Wish them good luck.

It is inevitable that your employees will quit. However, if you are experiencing high turnover it is important to discover why this is occurring. I am a specialty Recruiter for Regulatory and Quality professionals and can help find you the right candidate the first time, and can give you some insights on how to keep the employees you have. Contact me at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

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# How-To Overcome Interview Fears



Does your heart pound when you walk into a job interview? Do your palms start sweating? If you suffer from interview related anxiety you are not alone!

According to a 2013 survey from Harris Interactive and Everest College, 92% of U.S. adults get anxiety when interviewing for jobs.

Your anxiety could be hurting your chances of landing the job. Employers are looking for confident candidates that will be able to communicate with clients and colleagues. An impressive resume rarely overcomes a poor first impression.

As a recruiter, I see many well-qualified candidates lose the job due to a poor interview. Learn how to get your nerves under control with these interview preparation tips:

# Know that the Interviewers Want You to Succeed

Interviews are timely and expensive for employers. Hiring managers want to find a well-equipped employee quickly.

Instead of assuming that hiring managers are trying to find something wrong with you, focus on showcasing your accomplishments and goals. They want to know that you are a good fit for the company.

## Recognize Why You Want the Job

Most of us feel more passionate about a task when we have purpose. You need to feel the same passion to create a successful job interview. If you are searching for a new job, you probably are unhappy with your current position, need an increase in pay, or change in lifestyle. Keep the reason in mind.

**There are two questions that you should be prepared to answer:**

1. Why are you interested in the company?
2. Why are you interested in the job?

Research the company to answer those questions well.

## Prepare Your Attire the Night Before

You want to scramble as little as possible the morning of your interview. Lay out your outfit the night before to cut time and stress. This also ensures your clothes are professional, stain-free and pressed.

## Meditate Before Your Interview

A resume and job experience gets you in front of an interview team. Once you land the interview, you need to be calm and collected. Meditation is used to develop concentration, increase clarity, and decrease stress. For the best results,

meditate for weeks approaching the interview and the morning the interview takes place.

### Meditation for Job Interviews

To meditate and relax, simply take deep breathes in and out at a rate of 2-3 seconds in, and 2-3 seconds out. As you exhale, repeat any or all of the following thoughts in your mind. Do this for even a couple of minutes and you will feel your stress and anxiety decrease.

I am prepared and confident

The right job will find me

I am humble but confident in front of others

I belong where I am appreciated

## **Research the Company and Interview Team**

Perform thorough research so you have few surprises during the interview. Research the LinkedIn profile of the people you will interview with. This will help you get more familiar with their backgrounds and may help you find some common ground to talk about in the interview to help reduce the stress.

Know the products and services that the company provides. Do a quick Google search of the company's background, news, and recent events. The more you know, the better. Surprises can spark anxiety, but knowledge can spark confidence

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## **How-To Receive a Raise at Work**



At some point, you are going to want a raise a work. Maybe you have been contacted by recruiters for jobs that pay more, but you would like to stay if your current employer would give you a raise. It is important to know the appropriate procedures to asking for a raise. This could determine whether you receive the compensation you deserve.

The following tips can help you maximize your raise when it is time to ask:

## **Show Your Value**

The most essential part of receiving a pay raise is showing your added value to the company. Prepare a list of goals that you have accomplished before entering the meeting. Your employer wants to know why they should give you a raise. Demonstrate your value through performance evidence.

### **Examples of Added Value**

- Cost Saving Report
- Staff Development
- Important Projects Achieved
- Productivity Improvement
- Customer Service Reviews

## **Read Your Employee Handbook**

The employee handbook outlines when pay raises are granted. If your handbook states that pay raises are granted annually then you should not expect a meeting until the appropriate date. Some pay raises can vary based on performance. In

that case, prepare a value report.

## **Talk About the Future**

Your employer will probably ask you about your plan for the future within the company. Have a plan of other projects and improvements that you would like to achieve. And if you've been contacted by recruiters about other jobs that pay more, tell your employer about the calls and ask them if you might be able to get a salary adjustment. But again, make sure you can show how you've added value.

## **Be Prepared to Hear “No”**

There is always the chance that you will hear “no” in response to a salary increase. A “no” does not mean that you will not receive the raise at some point. Usually your employer will respond with improvement that they would like to see before providing the raise. Listen to their constructive criticism so you can receive the raise in the future. And if you have been getting calls from recruiters for other higher paying opportunities, getting a “No” on your request for a raise may indicate you may want to talk with these recruiters to see what your options are.

## **Timing is Everything**

Use common sense when you are asking for a raise. If you know the company is struggling financially, it is not time to ask for a raise. Instead, you should start searching for a job in a higher paying company.

You should also schedule the meeting at your employer's convenience. Send them an email requesting a meeting and be patient. You are more likely to receive the raise if your employer does not feel rushed.

## **Dress the Part**

Your first impression will set the tone for the meeting. There is a saying from career coaches that you should dress for the role you seek. In this case, if you want to be considered for a raise or promotion you should try to start dressing



appropriately for that next level.

Take how you dress seriously, but since you are approaching your current employer you probably don't need to dress as you would for a formal interview. But make sure you look professional and be confident.

## **Don't Compare Your Salary to Colleagues**

It can be disappointing to find out that someone in the same job position has a higher salary. However, a number of items factor into their pay scale.

*Has your colleague been with the company longer than you?*

*Did your colleague have more job experience upon entering the position?*

*Does your colleague have more education than you?*

Do not tell your employer that you are being treated unfairly. Focus on why you deserve the raise to be taken seriously. In fact, letting your employer know you know how much your colleagues are making can create more problems for you than it can solve. Best to stay away from bringing this up.

Asking for a raise can be awkward. Go into the meeting prepared and confident for your best opportunity of receiving a raise. As a Specialty Quality and Regulatory Recruiter, I help job candidates negotiate and maximize their pay rate upon entering the position. A well planned conversation with your employer about your salary can help you determine if you have a future with the company, or if it's time to consider a change.

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## **How-To Not Land the Job**



You have revamped your resume, applied for hundreds of positions, and you still do not have a job. What gives?

The problem could be your interview skills. There are a variety of nonverbal and verbal cues that can immediately turn off potential employers. As a recruiter, I have seen highly experienced candidates ruin their chance of getting a job with inappropriate social cues. It's important to know what these traits are because they can be very easy to avoid.

## **Answering Phone Calls or Texts**

Most of us are hooked onto our smartphones. We rarely leave the house without them. While this is appropriate during our personal time, it is not acceptable to text or answer a call during an interview. The employer could feel as though the interview is not a priority. Therefore, the job is not important to you. Turn your cell phone on silent before entering the interview.

## **Timeliness**

We are all late occasionally. However, do not be late for an interview! If you are late for an interview then chances are that you could be seen as being late to meetings or on projects.

Tardiness can be recoverable. Call as soon as you realize that you are going to be late. Take an extra minute to compose yourself and apologize when you get to the interview.

# Confidence

The feeling of sitting across from a hiring manager can make your heart race. Nevertheless, to get the job, we need to collect ourselves and act confidently. If you panic during an interview then you will probably never land the position.

Confidence is an essential quality that many candidates fail to exude. Even if you do not feel cool, calm, and collected, there are a few ways to make you appear that way.

- Take Deep Breathes
- Sit Still
- Make Eye Contact
- Slow Your Speech and don't ramble
- Think Positively
- Don't speak negatively of current or former employers/bosses

# Interview Attire

Leave the jeans behind when you are dressing for an interview. The first impression you make will be by your attire. Dress in a way that is professionally appropriate.

## Attire for Interview

- For men: A suit- matching jacket and pants, dress shirt, tie and formal shoes (shined)
- For women: A pant suit or mid-length skirt, or dress and formal shoes
- Avoid loud colors and strong perfumes or colognes
- Clothes should be clean and wrinkle-free
- Hair should be neat, clean, and conservative

This is the proper attire for the first interview. Your second interview should still be professional but may be more relaxed depending on the company and position.

# Cursing

Cursing is a risky move during an interview. Some people do not mind the occasional curse word but for others, cursing is a deal breaker. Be safe and do not curse during your interview.

As you prepare for interviews, keep in mind that you are showcasing how you will act with co-workers in the office. Present yourself professionally for the best chance to get the job.

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# Six Buzzwords to Avoid in a CV



When writing your CV, you may get sidetracked by what you think the employer wants to hear. This can lead to buzzwords that weakens your resume rather than making it stand out - or at least stand out in a good way!

Keep the following buzzwords out of your CV to avoid getting shortlisted by the hiring manager:

## Hard Working

Stating that you are hardworking is not enough to prove your work ethic to potential employers. Instead of using the buzzword, mention times when you went the extra mile for your company. This could be an additional project that led to a promotion. Prove that you are a hard worker. Don't just state it.

# Creative

Would a creative person list that they are creative or show that they are creative on their resume? Most likely, a creative person would find a unique way to depict their creativity.

## **Creative Opportunities for Resume**

- Color Blocking
- Font Choice (but not too wild or hard to read)
- White Space
- Infographics
- Prioritize Information

# Strong Communication Skills

Every employer wants an employee with strong communication skills. However, a more professional method to depicting your strong communication skills is to use well-structured sentences, and perfect spelling and grammar. Also, organize your CV so it is easy to read.

# Works Well in a Team

A great team player is important for almost every job position. Demonstrate your ability to work well on a team with job descriptions. Include your interaction with co-workers and clients.

## **For example:**

- Format information for internal and external communication - memos, emails, presentations, reports
- Be the point of contact between the executives and company employees/clients and manage information flow
- Screen and direct phone calls and distribute correspondence

# Results-Driven

Everything is motivated by needing a result. Therefore, even if we only get out of bed during the day, we are all results-driven. Employers do not want to hear that you are results-driven but HOW you are results-driven.

- Did you create a new program at your previous job leading to an increase in efficiency?
- How did you generate revenue?
- Did you streamline a process?
- What projects did you deliver?

Show your employer tangible facts and figures of how you create results. Don't just talk about what you did, talk about what was achieved.

# Thought Leader

A thought leader is the informed, go-to expert in their field of expertise. Examples of thought-leaders are Steve Jobs, Elon Musk, and Bill Gates. If you are thought leader than you are probably not writing a resume anymore.

A more modest approach would be to explain your expertise in the field, including awards and achievements or any special recognition from your employer or associations.

A great resume can determine whether you receive an interview. The trick is knowing what to include and exclude. Deterring from these cliché buzzwords can help your chances of standing out and getting the job.

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# How-To be a Successful Business Person



Successful business leaders are not just lucky. They work hard and develop character traits that make them dependable employees.

If you are trying to get a raise, promotion, or new job, there are adjustments you can make to your work ethics to achieve your goals. Each of these habits can be started today!

## Be on Time

Punctuality is not only courteous but conveys respect. However, there are people who really struggle with it.

You must learn to be on time to be a successful business leader. This means meeting deadlines, and arriving to work and meetings on-time.

## Respect Your Employer and Co-Workers

Treating employers and co-workers respectfully seems obvious. After all, you probably spend more time with your co-workers than almost anyone else in your life. Why wouldn't you be respectful?

However, many employees develop a superiority complex that prevents them from respecting their employers and co-workers.

Lack of respect can permanently prevent your improving your job title. It is important to start acknowledging and appreciating other's efforts. No one will trust you to take on more work without mutual respect.

## **Avoid Gossip**

Office places always have one or two gossips. Most of the time, these employees are not the managers of the company. Do not get involved with gossip if you want to be successful. You will only get yourself stuck in a trap of “he said, she said” that could send you looking for a new job.

## **They Speak Up at Meetings**

If you want to be successful then you must make your opinion heard. The best method to voice your knowledge is at meetings. Before every meeting, contemplate the problems, issues, and concerns that the company is facing. Develop a few productive ideas that could help the company improve.

If you create a noticeable difference in the company you could be more likely to be considered for the next promotion that becomes available.

## **They Don't Over Apologize**

The ability to apologize is great but can you ever apologize too much? If you are trying to be successful in business then yes!

The Submissive Guide states that, “while seemingly harmless, stating unnecessary things as apologies tends to result in two effects: you essentially undercut every legitimate moment where an apology is actually needed by constantly apologizing (making your apology less valuable) and the negative phrasing that you use either lowers others’ opinion of you (because you’re constantly associating yourself with a negative exchange of some kind), or insults them because, by apologizing for essentially existing in their presence, you’re indicating that you suspect them to be inconvenienced by everything you do (thereby undermining any positive relationship you have with that person).”

In summary, if you are constantly apologizing then you will paint yourself in a negative light, therefore lowering your co-worker’s opinion of you. Constantly apologizing could also insult your co-worker by conveying that you are constantly inconveniencing them.

Learn to not apologize unless absolutely necessary!



# Don't Say "Yes" to Everything

Saying "yes" to everything can prevent you from doing a great job at anything! You will spread yourself too thin trying to please everyone. Initially, you might think that you will impress everyone by your ability to complete a variety of tasks. However, the quality of your work will probably be inadequate, and you may be viewed as someone that can't prioritize.

Wouldn't it be better to produce superior outcomes, even if there are fewer?

## Ask for Help

Somehow, we have developed the idea that asking for help is a bad thing. Many people think asking for help is an act of weakness. In reality, most successful leaders will tell you that you cannot do it alone. It can also show you know how to delegate.

### Benefits of Asking for Help

- Creates Community
- Achieve Your Vision
- Develop the Skill of Receiving

## Own Up to Your Mistakes

Even Bill Gates made a mistake at one point. If you made one... or two... or three... it's okay! What is not okay is shrugging your shoulders and telling management that you had no idea who did it. Most likely, you will be caught for your mistake AND lying!

### Steps If You Made a Mistake at Work

1. Apologize (once)
2. Figure Out How to Fix What Went Wrong
3. Make a Plan for the Mistake Not to Occur Again
4. Tell Your Boss What You Learned From the Mistake