

TOP 10 TIPS FOR THE FIRST DAY AT WORK



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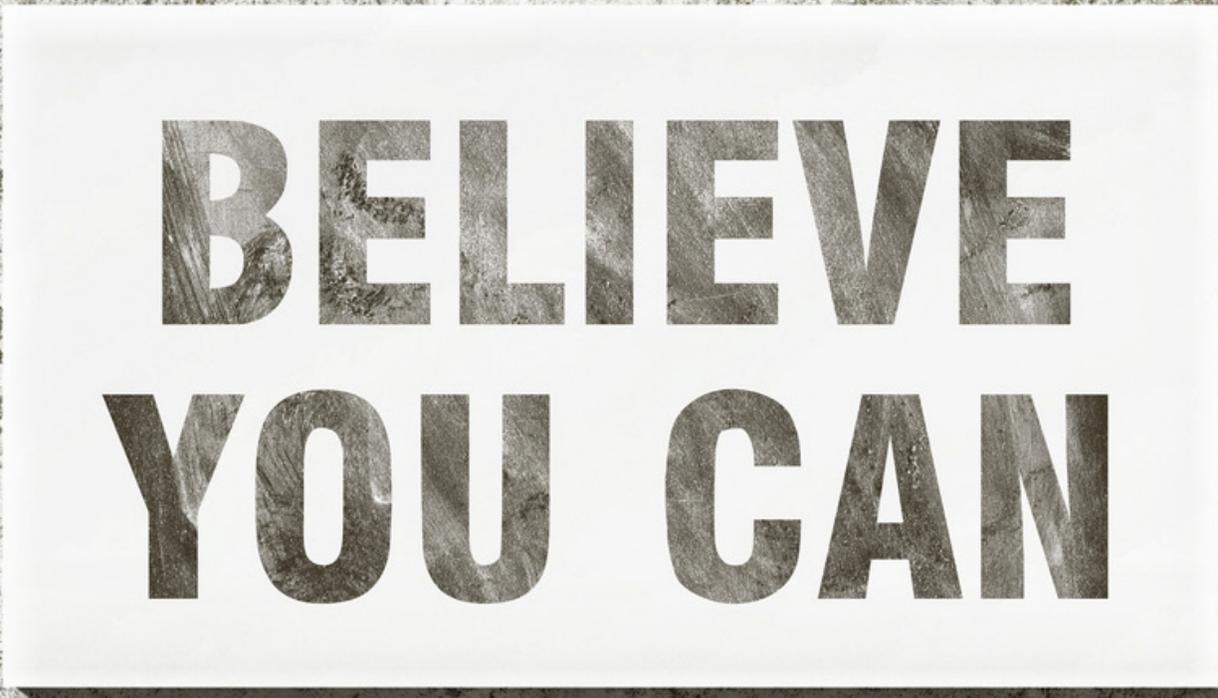
1. First impressions count: First opinions are often based on appearance and body language. Wear clothes that are appropriate for the workplace but that you still feel good in. Check what's expected to be worn.

2. Get prepared for the first day: Any background reading that can be done before you start will help you get a grasp of the job. Being familiar with what needs to be done will also help. Jump online and read about the company.

3. Be confident: Remember that they liked you enough to give you the job. Confidence is a key quality for career success. Once you feel comfortable in your new role, if you see a way to improve processes or do your job better, suggest it to your manager. They'll see you as someone dedicated to making the company better.

4. Don't underestimate the importance of admin: Take along the details of the bank account you want your salary to be paid into and have your tax file number.

5. Choose the super fund that's right for you: Your first job will probably be the first time you have super. But don't stress - managing it can be very easy.



BELIEVE
YOU CAN



ATTITUDE IS EVERYTHING

6. Listen as well as talk: Listening lets you learn as much as possible in the first few weeks, and then hit the ground running with the tasks your managers expect you to do.

7. Be organised with your time: If you've had to manage deadlines for study assignments, it's very likely that you're already really good at this. Complete one task at a time, in order of priority.

8. Handle the tough jobs first: Knowing how to prioritise your everyday jobs is an important part of being successful.

9. Keep healthy: Keeping fit and healthy at work can be challenging. Start the day right - eat a healthy breakfast. Go for a walk at lunchtime - get some fresh air and step away from thinking about work.

10. Get a guru: Keep an eye out for a manager you think will make a good mentor. Mentoring has loads of benefits, from having someone you can run your ideas past to a person who helps direct and advance your career. When the time comes to actually ask someone to mentor you, it's a good idea to explain why you want the person as your mentor and how you would like the person to help you.

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do”.

Pele

