

# WHAT'S THE BEST WAY TO SUCCEED AT WORK?

You worked hard to get your job. Taking time to establish good habits from your first day will ensure you create a good impression and go far. Whether it's your first job or your fifth, let's take a look at some ways to help keep your career on track.

## Be proactive

Don't sit at your desk all day never speaking unless you are spoken to!

**Get to know people** in your department and throughout the company. By looking for **opportunities and connections** to further your skills and help your business, you will **keep moving forward** no matter where you work.

## Get organised

Whether it's an app or a paper diary, choose an organisational method that is **flexible** enough to adapt to a **busy schedule** with changing priorities and include a **follow-up system** so tasks don't fall through the cracks.

## Focus on goals

Whether your workplace culture is casual or more formal, it's going to be up to you to make sure you **don't get off task and distracted from meeting your goals**. At the end of each day consider what you've done that day to reach your goals. If you're missing the mark, you need to refocus and pay more attention to your objectives!



## Ask for feedback

If your boss isn't regularly meeting with you (and s/he should be) set up a time to talk and explain you want to ensure you're **meeting expectations**. When feedback is offered, **pay attention** and immediately try to incorporate it into your performance.

### Blow your own trumpet

You can't expect others to know about your achievements if you don't let them be known - a company intranet or even LinkedIn can be a way to **share career news or milestones**. Be sure to give a shout-out to anyone who helped you or encouraged you so that you're seen as someone who acknowledges that your success doesn't happen without others.

To find out more about some of the different sectors available to start your career **why not take a look at some of our 'How I got into...' industry case studies from former Quest students**. You can also take a look at the range of skills our business courses focus on by visiting the Programmes section of our website.

