

# 7 steps to adjust your attitude to go from trivial to great at work

Attitude determines who you are? Here are 7 steps to adjust your attitude to go from trivial to great at work. Invite you to consult!

1. Top 11 skills need to be at age 24
2. If you think hard is an essential element to success, you are wrong!
3. 19 passive ways to make money even when sleeping

Your curriculum vitae usually has great experiences, but when evaluating your performance, it can only be satisfactory or fair. You can get your first job, get promoted, set up a company overseas or still just apply for a job. It all depends on your communication skills and ability to adapt to your work. So how can we narrow the distance from the profile to the actual expression of work? Try the 7 steps below to go from trivial to great.

## 1. Work on time and seriously



This seems to sound simple, but according to an online survey conducted by CareerBuilder, up to 32% of workers apply for sick leave but in fact are not sick, 16% of people work late. at least once a week and 27% of people go to work late once a month. Make sure you are serious when you apply for a job. Going to work on time will help you stand out in your boss's eyes, while other colleagues are still drinking coffee that morning.

## 2. Understand the work culture and adapt to it



**Organizational culture** is a general rule that can work together including work value, vision and work language. All are made up of basic sharing, trust, attitudes and assumptions. Are you working in a high-tech company, an agency office, a law firm, an art or a hospital? Which of us would like to be chosen to work? Or maybe you are a foreigner working in another country. Practice before everything at home, observe how to communicate, behavioral culture and dress code, especially when meeting customers. Never wear scruffy clothes and communicate carelessly with others.

See also: 10 ways to make a good impression from the first meeting

## 3. Understand the office is the workplace and behave appropriately



Are you looking forward to Friday to be able to meet with friends? Fine, but don't let that become an excuse to delay or delay your work. Need to book a hotel room for a weekend? Please contact them at lunch break. **Balance work and life** , don't let your own pleasures affect your work. Be persistent and focus on working effectively. When working hard, you will avoid mistakes and be trusted more. Besides, you will not get leg work when you get home and then you can enjoy the resting time with your family properly.

#### **4. Good group activity and learn how to compromise**



When asked about a member of the research team, a former colleague, I quickly assessed her skills based on my observations. But with the question: "*Do you think she suits the whole team?* ", I had to stop thinking carefully before giving the answer.

**Communication skills** are always required higher than other skills. You may be a famous chef, but if your team doesn't work well and you can't control the anger yourself, the loser will be you. A good group is a group of people who are willing to compromise, share ideas, strengthen beliefs, know how to listen and talk, be responsible for work. When working, people often choose people who know group activities rather than those with high expertise but poor communication. Therefore, learn how to work well even if you are placed in other groups.

See also: If you want to succeed, remember these 15 things carefully

#### **5. Communicate effectively, ask when not clear and check information**



The ability to communicate by word of mouth is the first requirement on the list of 10 essential skills that employers seek. This is in the summary of the University of Kent summary of the survey of Microsoft, BBC and other organizations. Misunderstanding in communication not only harms the results of your work but also disparages yourself. The consequences of misunderstandings in communication can even kill people in hospitals or military disputes. Dr. Heidi Grant Halvorson said: "*Too much self-expression is a cause of misunderstanding. Repeat your words to make it easier to understand, ask others to repeat it if you feel guilty. Don't forget to check. Regular job search, always ask questions and consult more advice to complete the task*".

## 6. Make more requests and prioritize jobs



Even if you are asked to compose a list of names, emails, phone numbers, prepare a handover report or hold a conference, always add information to your work. Instead of just sending contact information, please send additional reference sites. Or you can classify records by industry, color, orderly presentation or propose recommendations in handover reports, setting goals for each department. In addition, you can also suggest a topic for the conference, providing a list of sponsors. Doing more than required will benefit your company. Moreover, you will also reinforce your knowledge, develop new skills and never be underestimated by your

boss.

See also: Learn 10 times faster if you try these 5 tips

## 7. Thinking innovative, creative and flexible



Flux Report - The Flux Report 2014 is a survey of network managers and 100 personnel recruits for organizations, more than 500 employees in the UK and Ireland. The survey provides characteristics in 3 skills employees need to develop to speed up the company's growth. The report is also expected to have a lot of work in 2018, with more than half of the contracts being short-term or freelance collaboration.

This is the time for you to invest in the **skills you need** for yourself. Always learn information about industry trends, hone your skills and apply it to your work. When applying a new way of working, you will make the most of your time and energy.

In any workforce, there are people who perfectly match the level of job evaluation and that is perfectly good. But if you want to get a review that does the job that suits your profile, the 7 things listed above will help you change your attitude from mediocre to great at work!

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Having fun!

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