



How to Have Success at Your New Job

Starting a **new job** can be very overwhelming at times. Between learning the ins and outs of your new surroundings, and not to mention your new duties, the first few weeks can be a stressful time. However, the following tips may help you ease into your new responsibilities, and with a little luck, you'll find success at your new job in no time!

It's All About the Attitude

Self-fulfilling prophecies are a real thing. If you have negative thoughts and think that you'll fail at your new job, nine out of ten times, you will. So, have the attitude that no matter what is thrown at you during your first few weeks, you'll do your best! Also, positive attitudes are contagious, so if you go into work with one, your coworkers and bosses are likely to have them to!

Have a Meeting with Your Boss

In order to be successful at your new job, it's important to know exactly what is expected of you. If possible, meet with your direct supervisor during your first few days to ensure that you are on the same page as far as what your duties entail.

Don't be Afraid to Ask

When you're learning the ropes of your new job, it's crucial that you ask questions. This not only shows humility and that you're willing to learn, but it will save you a lot of stress in the future. Attempting to learn everything on your own can lead to mistakes.

Take Notes

While you're being trained, take a lot of good notes. This will give you reference points to look back on, and if you're a visual learner, writing down instructions will help you learn your job that much faster.

Get a Routine/Be Organized

Having a daily routine is the easiest way to learn a **new job**. When you are on a schedule, your brain is that much more likely to remember what needs to be done. It's also advantageous to



organize your workspace in a manner that will help you to find what you need quickly. And avoid a messy workspace that can actually hinder your learning abilities.