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## Self Improvement Tips: A New Year and a New You in the Workplace

With the new year approaching there are some important things you might want to consider to make your work life better and a total improvement overall in 2012. Now is the time to start making these changes so you can begin the new year right. Here are some tips I consider the best.

1. If you can afford it get a make over. It can be as simple as getting a new haircut or buying a new suit if you are an active job seeker or currently working. Just the little things can improve your attitude and overall outlook on life.
2. Revamp your resume. Proofread your resume well and see if it needs any edits or changes. Even better, have someone else read over your resume. A second set of eyes is often needed to catch mistakes and errors you may not see alone. If finances allow get a professional to look over your resume. Their time and knowledge is usually worth the extra money.
3. If you are currently working it might help to take a little time off. Everyone needs a break and a lot of times things slow down at the holidays so it's a good time to take a break or take advantage of time off that has built up over time. Many times days off can be lost if you do not use them before the end of the year.
4. If time allows do some charity or volunteer work. Many agencies and non-profits need your extra time and assistance during this time of year. The extra work may land you a job or a second job if the agency or organization likes your work performance.
5. Planning on changing jobs in 2012? Start looking now as the new year will be approaching soon. If you have gone on an interview many places will set a hire date for after January 1st. Start looking now for jobs as college graduates who are graduating in December will also be looking for work as well in January.
6. Clean your office and workspace before you leave for the holidays. Having a cluttered workspace area can often lead to cluttered thoughts and an unproductive work environment. Plan to have a clean and organized desk when you return from the holidays or time off.
7. Plan the holiday office party or play Secret Santa in your office. It can be fun and give everyone a chance to do something nice for each other at work during the holiday season. Gifts do not need to be expensive – just something to let your colleagues know your heart and holiday spirit were in it.



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These are just a few tips and ideas to help improve your career and future career in 2012. The change starts with you! To find more **self improvement tips** and the best jobs on the web go to [www.hound.com](http://www.hound.com).