



4 Things to Do Every Day to Stand Out in a Crowd of Employees

In the present day to day life of a regular Joe or Jane, there is great need to find effective and workable ways to get and stay ahead of the race to achieve career success. You must have seen at one time or other a picture where the sperm rushes ahead to fertilize the egg, and out of the millions that are in the race only 1 or 2 succeed. Similarly, here are 4 things you can do to facilitate your way to success at the workplace:

1. **Be Punctual** - Come in just 10-15 minutes early every day and you will see what a huge difference this can make to your day. Coming in late will put you in rush mode and hamper your efficiency, thought process, and plans. Being punctual not only gives your boss an impression of dependability and seriousness but also helps you stay calm, composed and effective throughout the day. This will help advance your career.
2. **Learn to Meditate** - 15-20 minutes of yoga every day can open horizons for your mind and efficiency that you never thought possible. Stress brings along a mental clutter that clogs your creativity channels and ability to think out of the box. You tend to become set in your ways and methods, and everyone knows that this is the fastest way to commit career suicide. If you want to expand your range, increase your efficiency, and grow faster, then learn to de-stress your mind effectively. More often than not, a huge, deep breath can do wonders.
3. **Always Have a to Do List** - Carry along with you a to-do list that you write the evening before and complete just before you start your day. A to-do list is like a map that will take you through the day without letting you stray and get lost in doing things that would deflect you from being effective in completing your tasks for the day. The to-do list will not only keep you on track, but also be an excellent barometer for your efficiency and professional satisfaction.
4. **Learn to Compartmentalize Your Emotions** - This is easier said than done, but it is one of the most important requirements if you want to be a successful professional. It does not matter to your employer or customers if you have just walked out of a disaster at home. What they need is an effective person on whom they can depend to get their work done. You are that professional - and you have got to deliver, no matter what. The show really must go on.

Similarly, never take your office stress home. Learn to leave it behind, like you are putting it all in a box and closing it for further use later on.