
Summary

150 Ways to Keep Your Job

The First Day on the Job

1. Get to work on time.
2. Ask your boss what he or she would like to be called.
3. Introduce yourself to your co-workers.
4. Show that you are willing to learn.
5. Go all out to do your best work.
6. Find out the *unwritten rules* of your workplace.
7. Take “newcomer” jokes or pranks in stride.
8. Be friendly to everyone.
9. Give the job a fair chance.
10. Eat a balanced diet and get enough sleep.

Looking Right on the Job

Good Grooming

11. Keep yourself clean.
12. Put on clean underwear and socks every day.
13. Use a deodorant to help control body odor.
14. If you use cologne or aftershave, use only a little.
15. Keep your hair clean and trimmed.

16. Make sure your hands are clean and your nails are trimmed.
17. Keep your teeth clean and your breath fresh.
18. Women should use makeup carefully.
19. Men, keep your moustache or beard clean and well trimmed.

Dressing Right for Work

20. Dress as your co-workers dress.
21. Avoid wearing clothing fads to work.
22. Learn to choose clothes that fit well.
23. Buy work clothes that are easy to take care of.
24. Wear simple jewelry, if any.
25. Be sure your clothes are neat and clean.
26. Have good posture.
27. Try to always look your best at work.

Getting Along with Your Boss

28. Learn what's important to your boss.
29. Try to make your boss look good.
30. Accept jobs from your boss with a positive attitude.
31. Follow the boss's directions.
32. Learn to take criticism in stride.
33. Be loyal to your boss.
34. Be loyal to the company you work for.
35. Be willing to work!
36. Do your job the best you can.
37. Be a worker the boss knows he or she can depend on.
38. Obey the rules of the company.

Getting Along with Your Co-Workers

39. Do your share of the work.
40. Treat your co-workers with respect.
41. Listen to co-workers' ideas respectfully.
42. If you disagree with someone, do so in a calm, polite way.
43. Be a team player.

Friends at Work

44. Be interested in your co-workers.
45. Be considerate.
46. Be loyal to your co-workers.
47. Don't brag about how good you are.
48. Don't make a habit of borrowing money from your co-workers.
49. Don't complain all the time.
50. Praise your co-workers for their successes.
51. Don't take too long for coffee breaks or lunch breaks.
52. Choose your friends carefully when you start a new job.
53. Don't pick up bad habits in order to "fit in."
54. Stay away from "complainers."

Doing Your Best Work

55. Do more than is required of you.
56. Work until the job is done.
57. Be reliable.
58. Be orderly.
59. If you make a mistake, correct it quickly.
60. Use your time well.

61. Ask questions when you don't understand.
62. Take pride in your work.

Communication Skills

Speaking Skills

63. Speak clearly. Speak so others can hear you.
64. Avoid using slang and don't swear at work.
65. Don't interrupt when someone else is talking.
66. If someone compliments you, smile and say "thank you."
67. Don't try to cover up your mistakes.
68. Say "no" if asked to do something you think is wrong.
69. Learn to disagree with others in a pleasant way.
70. Don't whine and complain.
71. Make the other person glad he or she talked to you.

Listening Skills

72. Listen carefully when you're introduced to someone.
73. Listen when you're given directions.
74. Listen to learn what's going on around you at work.
75. Give the person speaking to you your full attention.
76. Make sure you understand what the other person is saying.

Using the Telephone at Work

77. Answer business phone calls on the first or second ring.
78. Answer the phone in a friendly, helpful manner.
79. Know how your boss wants you to answer the phone.
80. Make sure you get the caller's name right.

81. Learn to take good, complete phone messages.
82. Don't keep people waiting too long "on hold."
83. Keep a pleasant attitude on the phone.

Dealing with Customers

84. Greet each customer with a friendly smile.
85. If you're in sales, know your product or service well.
86. Treat customers as you would like to be treated.
87. Don't ignore customers or keep them waiting too long.
88. Handle customer complaints pleasantly.
89. Always thank the customer for coming in.

Problems at Work

Stress at Work

90. Exercise can help reduce stress.
91. A balanced diet helps you stand up to stress.
92. Enough sleep gives you energy to face the day.
93. Don't worry about things you can't control.
94. Do the most important jobs first.
95. Take time in your life to do something you enjoy.
96. Learn ways to relax.

Discrimination

97. You may choose to ignore *minor* remarks or slights.
 98. Don't fight back on the same level.
 99. Win the respect of others by doing your best work.
 100. Get help to solve the problem if it is serious.
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Sexual Harassment

101. Don't ignore it.
102. Keep a written report of exactly what happened.
103. Tell the person harassing you to stop.
104. If the harassment does not stop at once, tell your boss.
105. If the problem continues without help from higher management, you can contact the Equal Employment Opportunity Commission (EEOC).
106. The ACLU (American Civil Liberties Union) or a lawyer can also help you.

Romance in the Office

107. Save the romance for after work.
108. Remember that at work the job must come first.

The Office Party

109. Accept the party invitation if at all possible.
110. Go easy on the drinks and don't take drugs.
111. Avoid sexy or unusual clothing. And dress nicely.
112. Be sure to greet the boss and his or her family.
113. Avoid telling jokes that may offend others. And don't be too loud.
114. Thank your boss for a great time before you leave.

Crime in the Workplace

115. If you see a minor wrongdoing, you might let it go.
116. You might choose to speak to the person alone.
117. In serious cases, you need to tell the boss.

Quitting Your Job

118. Don't quit a good job just for a small pay raise.

119. Don't always compare your job with others.
120. Don't change jobs in too much of a hurry.
121. Don't quit in a huff based on one argument or problem.
122. Look for another job if you can't do the work.
123. Look around for another job if you're bored stiff.
124. Look around if you can't advance on your job.
125. Look around if you and your company are a "bad fit."
126. If you decide to quit, keep your old job until you have another.
127. Keep doing your best work until you leave your old job.
128. Leave behind a good image of yourself when you do leave.
129. Tell your boss you're quitting before you tell co-workers.
130. Give 2 weeks to 1 month notice.
131. Do what you can to help your replacement.

Getting Fired or Laid Off

132. Exit with class.
133. If you get fired, you were *fired*, you did not *quit*.
134. You should get some severance pay.
135. You should get paid for unused vacation time.
136. Try to find out why you were fired.
137. Find out if you can keep your health insurance for awhile.
138. Get a letter of recommendation.
139. Sign up for unemployment compensation.
140. Start looking for a new job quickly.

Getting Promotions and Raises

Getting a Promotion

141. Learn more about the company you work for.
142. Do your very best at the job you have now.
143. Check your work habits and attitude.
144. Set goals for yourself.
145. Make yourself *look* like a successful person.

How to Get a Raise

146. List the reasons you think you should get a raise.
147. Talk to your boss when you think he or she is in a good mood and not busy.
148. Keep your talk positive and businesslike.
149. Give your boss time to think it over.
150. If you're turned down, try to find out why.

Source: 150 Ways to Keep Your Job
Nancy Lobb
3. Weston Welch Publisher