

25 Ways to Ensure Personal Success

1. Think positive...be optimistic...look on the bright side.
2. Accept responsibility for your own success, your own happiness, and your own life.
3. Make friends with successful people—you never know when you'll learn a thing or two!
4. Articulate your goals. It will be easier to take the necessary steps to achieve them.
5. Go above and beyond the duties outlines in your job description.
6. Pitch in! Help the team succeed and you'll develop a reputation as someone who works for the benefit of the company, not just yourself.
7. Do what you love. The people that are truly successful love what they do. For them, work is a challenge they want to tackle every day—it is not a daily grind, which must be endured.
8. Learn one new thing each day.
9. Prioritize—according to the boss's value system. Don't waste time on projects that offer no value—you should be able to articulate the benefit from completing the task to justify doing it.
10. Strive for balance in your personal and work life—don't neglect one in favor of the other.
11. Network. Look for opportunities to develop relationships with people in your organization, community, and industry by participating on committees, or joining civic groups or professional organizations. Remember, "it's not what you know, it's who you know."
12. Take risks. To achieve success you have to be willing to fail. Not every idea is a winner, but you won't find out which ones are unless you try.
13. Seek out a mentor. A mentor can help guide your career, highlight opportunities, and steer you away from failure based on his or her past experience.
14. Become your own mentor. Study your organization from an outsider's perspective. Observe who makes things happen, how they do it, and why they're successful. Teach yourself to do the same.
15. Admit mistakes openly—don't feel guilty or ashamed. As long as you learn from your mistakes and give others the chance to learn from them too, you have nothing to fear.
16. Listen more than you talk.
17. Be a lifelong student. Take classes to improve your skills. The more you know, the better off you'll be—whether prepping for a new position, new company, or new career!
18. Read trade publications, newspapers, and books to keep on top of trends affecting your company. Knowledge is power.
19. Take credit when it's due.
20. Arrive early, stay late. If you're always the last one in or the first one to leave, chances are you won't be the first one considered for the next promotion.

21. Build up your repertoire of skills. Take on any assignment that offers a different experience from what you normally do. The more varied the experience you have, the more likely you are to succeed.
22. Develop organizational savvy. Pay attention to how others get things done, to how your boss interacts with superiors, and ask questions of coworkers to find out whom you can trust and who hold the power in your organization.
23. Ask for feedback. If you want to grow your career, you need to know what you can do to improve your performance. Then do it!
24. Understand the company you work for. If you can align the tasks you do with achieving its core business purpose, you'll be on a path to success.
25. Be your own cheerleader. If you don't appreciate a job well done, who else will?