How to Succeed

a 15 point plan...
How to Succeed

Don't talk negatively about people behind their backs.

If you gossip, people won't confide in you.

Mind your own business.

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Try to work for someone who'll challenge your powers. You'll learn more in a year than 4 years of college.
Successful bosses have good communication skills. They learn from people, including their employees.
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Work in such a way that makes your boss look good. It's not flattery.
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On downsizing, the first to go are those with few friends. Bosses prefer competent people whom they respect.
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Dress for the job you want, not the one you have.

Let your dress reflect professionalism.
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Workout to get in good physical shape. Unless exceptionally skilled, the unhealthy are at a comparative disadvantage.
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Personal integrity is crucial.

Tell nothing but the truth.

Bosses can forgive mistakes but if you lie, you're gone.
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Be on time.
Try to arrive few minutes early.
It saves you from stress.
You’ll be much relaxed & work better
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Strive your best to keep a deadline.

If you cannot meet it, then apologize & ask for an extension

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Don't take things personally.

If some people are unhappy with you, it's their problem.
But always strive to give your best.
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If you must correct someone, don't get personal about it.
Do it never in front of others.
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Spend some time alone everyday.
What's the mission of my life?
What do I want to be?
And how to go about it.
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As you move along Plan A of your career, maintain a Plan B as well — an alternative course to rely
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Always remember that the secret of success is passion.
Always think big. Spread love & joy.
You'll have blissful years ahead.