7 TIPS FOR WORKPLACE PERFORMANCE

**TIP #1: AVOID CHECKING YOUR CELLPHONE**
Unless your phone is required for your workplace duties (communications and social media work), do your best to avoid looking at your phone during working hours.

**PROTIP** Leave your phone to charge in a safe spot away from your desk/office area so that you must physically leave your work to check on it.

**TIP #2: RESPECT THE EMPLOYER’S BREAKTIME AND LUNCH PROTOCOL**
Policies regarding breaks and lunch vary from company to company, so familiarize yourself with your employer’s expectations and observe how other employees allocate their time during the workday.

**TIP #3: DRESS APPROPRIATELY FOR THE JOB**
If the employer requires a uniform or has a specific dress code policy, you want to follow these guidelines so you can integrate into the company community.

**PROTIP** Remember, dressing appropriately also means not dressing overly fancy, try your best to match the attire of your colleagues.

**TIP #4: TAKE NOTES WHEN RECEIVING TRAINING/GUIDANCE**
Taking physical or digital notes while someone is sharing information with you allows you to avoid asking for explanations repeatedly and empowers you to ask more critical and thought-provoking questions (which the employer appreciates).

**TIP #5: CHECK YOUR WORK BEFORE SUBMITTING IT**
Your supervisor does not want to spend an excessive amount of time editing your work, so review your work before submitting it, especially if it involves data/numbers.

**PROTIP** Making mistakes is a normal part of being a newly hired employee, but attention to detail is a great way to impress your employer.

**TIP #6: BE RESOURCEFUL**
Use resources available to you, like your colleagues or existing company documents, to avoid bothering your manager with unnecessary questions and demonstrate you can work effectively without constant instruction.

**TIP #7: DO NOT RUSH YOUR WORK AND COMMUNICATE EFFECTIVELY**
Take your time to do a thorough job and respect the deadline. Determine how your supervisor would like to receive updates regarding the progress of your tasks.

**PROTIP** It may be useful to organize your time using an application like Google Calendar or a to-do list with categories for urgent, upcoming, and future tasks.