

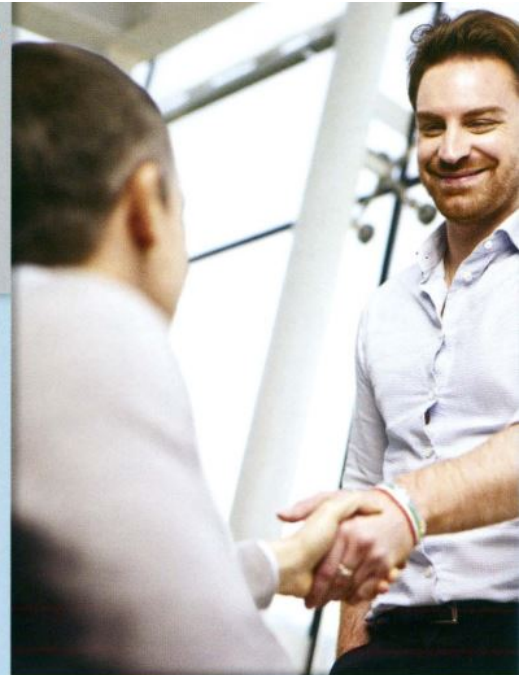
HelliiΔ -Top Notch ۳B - Unit ۶- Reading

The Five Most Effective Work Habits **Advice to new workers from a CEO**

If you are new to the working world, you are eager to demonstrate your skills and knowledge. However, in addition to those, some basic work habits may be even more effective in promoting your success. Read the following advice to new workers, written by the head of a company.

- 1 Volunteer for assignments** One of the best ways to signal that you are a keen learner and are not afraid of hard work is to volunteer for assignments. However, before volunteering for a task, be sure you have the skills and knowledge to accomplish it successfully.
- 2 Be nice to people** Be nice to people regardless of their rank or position. When you are nice to people, they go out of their way to help you, and every new worker needs help in order to get ahead.
- 3 Prioritize your work** We all love to start work on things that are close to our hearts. However, these may not be the most urgent and important in our list of tasks to do. Have a list of things to do according to their strategic importance to your company. When you prioritize your work, you are more productive, and that
- 4 Stay positive** As someone new in the working world, you are not used to office culture. And there may be office politics that complicate things. Try to stay above politics and remain positive in the face of challenges. When you are positive, you stay focused on your goals. You make better decisions and, therefore, get more things done.
- 5 Highlight a problem but bring solutions** Offer a solution each time you highlight a problem to your boss or management. You need to remember that when you bring problems and not solutions, people may think of you as a "complainer."

These five work habits, at first glance, may seem like common sense. However, in actual working environments, people tend to forget the basics. I counsel new workers in our company to internalize this behavior and consistently use it to increase their chances of career success.



1. To show you want to learn, _____

- be more productive. be sure to offer a solution. volunteer for assignments.
- avoid office politics. be nice to your co-workers.

2. **Whatever a person's position, _____**

- be more productive.
- be sure to offer a solution.
- volunteer for assignments.
- avoid office politics.
- be nice to your co-workers.

3. **Prioritizing your work helps you to _____**

- be more productive.
- be sure to offer a solution.
- volunteer for assignments.
- avoid office politics.
- be nice to your co-workers.

4. **Stay positive and _____**

- be more productive.
- be sure to offer a solution.
- volunteer for assignments.
- avoid office politics.
- be nice to your co-workers.

5. **If you complain about something, _____**

- be more productive.
- be sure to offer a solution.
- volunteer for assignments.
- avoid office politics.
- be nice to your co-workers.

6. _____ **means very interested.**

- keen
- effective

Creating Your Life Plan

If you have goals in your life, but no plan to complete them, you will not be successful. That's why in order to have success in school, business, and your personal life, you need a life plan. A plan will help you turn your dreams into reality. To create your life plan, ask yourself two questions: *Where am I going? How will I get there?*

Where am I going?

To answer this question, follow these steps:

- Create a life map—not an ordinary map, but a map of where you have been in your life and where those experiences can take you. Write down the important events in your life over the past few years. You decide what is important. It is different for everyone. For example, did you get a new job last year that you love? Did you pass an exam? Did you learn something interesting? Did you get married? To see your life in the future, you should first look into your past.
- Next, look carefully at your list. Do you have regrets? Have your tastes changed over time? Planning for the future means making decisions that make you happy and match your interests and talents. Use your past experiences to set your goals for the future. Your life map can help you avoid making the same mistakes or having regrets.
- Finally, set your goals to achieve over the next weeks, months, and years.

How am I going to get there?

Once you've decided on your life destination, you can start following your plan. Here are some tips to help you:

- Break your large goals into smaller ones. Almost any goal, no matter how difficult, will be easier to achieve if you break it down into several smaller goals.
- Focus on your goals and don't get distracted by unimportant things.
- Don't give up. You won't be successful at everything right away, so you should always try again.
- Make friends. It's difficult to succeed if you're alone, so support from good friends is very important.

Once you have created your life plan, go forward with it, but also go back to it. Tastes change. Circumstances change. Don't be afraid to tailor your life to changes in your life.

"A goal without a plan is just a wish."
~ Antoine de Saint-Exupéry



7. **A life plan can help you plan your career choices.**

True False

8. **A life map is a list of your daily goals.**

True False

9. **Don't use a life map if you don't have regrets.**

True False

10. **It's helpful to analyze your past experiences when you plan for the future re**

True False

11. **One of the first steps in life planning is to determine what makes you happy.**

True False

12. **It's better to have a few big goals than many small goals.**

True False

13. **Making a life plan helps you listen to others.**

True False

14. **Once you make a life plan, you should not change it.**

True False