

# Career Opportunities

## Becoming More Successful On The Job

(NAPSA)—Running an office may be easier for many who keep in mind six simple steps:

### 1. Demonstrate leadership.

Acquire leadership skills by working with professional organizations or by attending in-house seminars. Volunteer to lead projects to enhance your confidence level.

**2. Build project-management skills.** Work on organizing your time and take on projects that allow you to understand how to arrange and develop a project from start to finish.

### 3. Practice team building.

Understand the relationship dynamics of your fellow co-workers and learn how to build on these to create a sense of teamwork.

### 4. Appreciate multitasking.

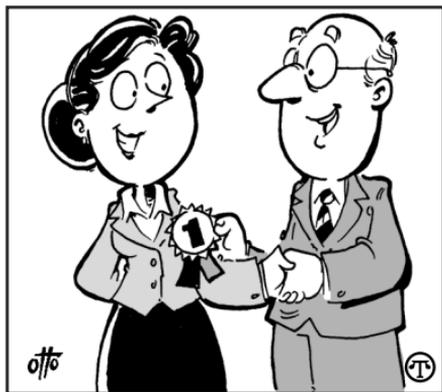
It's critical that you learn how to be flexible and switch gears at the drop of a hat. Executives are looking for employees who are able to take on new responsibilities, especially in new areas where you are able to demonstrate new skills and strategic thinking.

### 5. Improve communications skills.

Being able to communicate to both small and large audiences is an increasingly valuable skill. Understand that listening is often equally important if you want to learn how to communicate with diverse business contacts.

**6. Think about what your office says about you.**

Is your desk so meticulously organized people think you might not even be in for the day when you leave for lunch? This type of work environment doesn't work for every-



**Office managers can manage to stay ahead in an ever-changing office environment.**

one. Many creative workers need their space to reflect how they think, finding inspiration drawn from any given direction at any given time. For some, a regimentally organized office can thwart creative thought. Move some papers around, read through some filed reports and let your mind wander before tidying your office. You just might come up with a good idea.

These tips come from the online Office Living pages created by the nation's premier business-to-business direct marketer of office products, furniture and computer supplies, the Quill Corporation. The company's exclusive office guide, "The Really Useful Guide to Working Smarter, Not Harder," can also help. It offers quick and easy information on how to make the workday more productive, less stressful, better organized and even fun.

For more office tips, visit [www.quill.com](http://www.quill.com).