

Successful Psychology

Working Smart

by Tom Lucas

(NAPSA)—Yes, you too can stand up and be counted.

In today's competitive workplace, what you say and do often determines your success on the job. So why not arm yourself with tools that can help you show off your skills and maximize your chances?



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Adecco, the nation's largest human resource solutions company, offers this advice on how to work smart in the office. Follow these tips to make big points with your boss and peers, and give yourself an advantage while climbing the corporate ladder—or just getting that raise you've been angling for.

• **The (Prepared) Early Bird Gets the Worm**—A good employee is on time for work and meetings. Promptness demonstrates that you are respectful, engaged and organized. Show your coworkers that you value their time by being on time and well-prepared for meetings. They will surely appreciate it.

• **Dress the Part**—Although corporate America has certainly embraced business casual, make sure you place the emphasis on the “business” part of the equation. Proper dress and grooming are signs of a professional. The same goes for your workspace. A neat workspace demonstrates

that you are caring, organized and respectful of your work environment.

• **Deadlines Were Made to be Broken**—If the assignment's due Wednesday, turn it in a day early. Completing work ahead of schedule—as long as it really is complete—will make life easier for your boss. He or she will love you for it.

• **I Think I Can, I Know I Can**—Always have a “can do” attitude. Your coworkers, boss and clients do notice. If you're not sure how to tackle a big project, break it down into small components and start there. You'll be amazed how you'll gain momentum once you break the “how do I get started” barrier. Then, find time to do extra work. Volunteer to assist your boss on projects, especially those that will gain you new skills. You'll find that more responsibility translates into more influence on the job.

• **Don't You Know I Care**—Show other people on your team that you value them. Be attentive and respectful. Listen to your peers (and your supervisor) and demonstrate a genuine interest in their work.

To learn more about how Adecco can help you succeed in the workplace, visit the Web site, www.usadecco.com.

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