



Success at work means success in life and vice versa. To succeed and excel at your work, you must do the following:

1. Keep calm and maintain self-control

- Always remember that life is full of obstacles and difficulties, so do not react hastily. Ask your friends and colleagues to help and comfort you. Try to avoid those directly involved in the problem, and learn from your mistakes.

2. Use your time well

- Identify your daily and weekly work tasks and the time required to finish each task, and prioritize. Schedule the tasks to be accomplished, but remember to dedicate some time to rest and relax. After having achieved the required tasks, reward yourself. Do not waste your time on phone calls and socializing with co-workers.

3. Learn to improve yourself

- Learn how to speak properly and listen carefully. Also, improve your memory and learn from others' experiences.

4. Focus on your work

- Create a conflict-free work environment, and be well-prepared for each task by collecting the needed materials and information beforehand.

5. Take the initiative

- Try to do more than just what is required. Develop yourself constantly by taking training courses. Give your opinion and try to figure out solutions for your own problems without resorting to others.

6. Make good and quick decisions in a timely manner

- Identify who the decision maker is, and collect the information and facts about the subject or problem. Make sure the information you gathered is accurate and relevant. Finally, take the decision and put it into action.

7. Innovate

- Break the routine, and work on transforming ideas into action. Try to find alternative solutions for the difficulties you face.

8. Fight off fatigue in the workplace

- Signs of fatigue in the workplace are anxiety over trivial things, stomach cramps, rapid heartbeats, heavy sweating, and difficulties in concentrating. To get rid of all of these symptoms, you must relax.

9. Don't be oversensitive

- Psychologists proved that oversensitive people are more likely to be smart, fluent and able to make decisions quickly in any situation. They are highly capable of being successful and excel at what they do, but their emotional sensitivity and their worries about others' opinions stops them. To get rid of oversensitivity, you should keep calm, relax and practice self-control.

10. Overcome your problems

Take life easy and try to see the beauty in the things around you. Be optimistic, and do not expect bad things to happen. Psychologists proved that most psychological problems that employees experience result from hating their jobs. Do not give in to problems or sweep them under the rug. Instead, look them in the face and try to find solutions as soon as possible.

10. Other tips

- Accept others as they are.
- Work in a team.
- Win your boss's trust.
- Arrive at work on time.
- Meet your deadlines.
- Assess your performance all the time; it's your way to promotion.

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How to Shine at Work



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