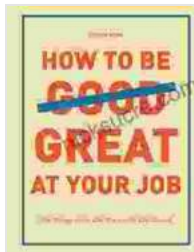


Get Things Done, Get the Credit, Get Ahead: Graduation Gift, Corporate Survival Kit

This comprehensive guide will teach you everything you need to know about getting things done, getting the credit, and getting ahead in your career. Whether you're a recent graduate or a seasoned professional, this book is packed with practical tips and advice that will help you achieve your goals.



How to Be Great at Your Job: Get things done. Get the credit. Get ahead. (Graduation Gift, Corporate Survival Guide, Career Handbook) by Justin Kerr

★★★★☆ 4.5 out of 5

Language	: English
File size	: 968 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
X-Ray	: Enabled
Word Wise	: Enabled
Print length	: 106 pages
Lending	: Enabled



Chapter 1: Setting Goals

The first step to getting anything done is to set clear goals. What do you want to achieve? Once you know what you want, you can start to develop a plan to achieve it.

Here are some tips for setting effective goals:

- Make your goals specific. Don't just say you want to "get promoted." Instead, say you want to "be promoted to senior manager within two years."
- Make your goals measurable. How will you know when you've achieved your goal? Set specific milestones that you can track your progress against.
- Make your goals attainable. Don't set yourself up for failure by setting unrealistic goals. Break down your goals into smaller, more manageable steps.
- Make your goals relevant. Make sure your goals are aligned with your overall career goals. Don't waste your time on goals that don't matter to you.
- Write your goals down. Writing your goals down will help you stay focused and motivated.

Chapter 2: Managing Your Time

Once you have set your goals, you need to learn how to manage your time effectively. Time management is essential for getting things done and achieving your goals.

Here are some tips for managing your time:

- Prioritize your tasks. Not all tasks are created equal. Some tasks are more important than others. Prioritize your tasks and focus on the most important ones first.

- Delegate tasks. You don't have to do everything yourself. Delegate tasks to others whenever possible. This will free up your time so you can focus on more important tasks.
- Use a planner. A planner can help you keep track of your appointments, deadlines, and other commitments. Using a planner will help you stay organized and on track.
- Take breaks. It's important to take breaks throughout the day. Getting up and moving around will help you stay focused and prevent burnout.
- Say no. It's okay to say no to additional work or commitments. If you're already overwhelmed, don't take on any more than you can handle.

Chapter 3: Building Relationships

Building relationships is essential for getting ahead in your career. Strong relationships can help you get the support you need to achieve your goals.

Here are some tips for building relationships:

- Be yourself. People can tell when you're being fake. Be genuine and authentic, and people will be more likely to trust you.
- Be interested in others. People love to talk about themselves. Ask questions and listen to what others have to say. This will help you build rapport and make people feel valued.
- Be helpful. Help others whenever you can. This could mean lending a hand with a project, giving someone advice, or simply being there to listen. People will be more likely to help you when you need it if you've been helpful to them in the past.

- Follow up. Stay in touch with people you meet. Send them a thank-you note, connect with them on LinkedIn, or invite them to lunch. Following up will help you maintain relationships and build your network.

Getting things done, getting the credit, and getting ahead in your career takes hard work, dedication, and perseverance. But it's definitely possible. By following the tips in this guide, you can set yourself up for success.

This guide is the perfect graduation gift or corporate survival kit for anyone who wants to get ahead in their career. Order your copy today!



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