

Five Ways To Be Better At Your Job

1. Improve your communication skills.

One of the most common mistakes made by both managers and employees today, is that too often, both are afraid to come to the table and talk about underlying issues. Too much time is spent dwelling on misunderstood employee communications, which, if left unaddressed, eventually leads to conflict.

5. Always come to the table with a solution.

Knowing the problem is only half of the equation. When describing problems, include an idea or two on how to solve the problem, along with the time and effort your suggestion might take. Also be open to other suggested solutions. An employee who does this shows that they are respectful and ready for more responsibility.

3. See the big picture.

There are many employees who only focus on what they're doing, which prevents them from seeing the big picture. By getting a better understanding of the big picture, your job will become clearer to you.

4. Ask the right questions.

Aside from observing people at work, there is probably no better way of learning than by asking questions, especially the right questions. Don't be afraid to ask questions. Think about what you want to know before you ask about it and don't ask so many questions that people will think that you're taking up too much of their time.

5. Follow through on all tasks and commitments.

Do what you say you are going to do in a quality manner, on time and on budget. Your boss will notice.