



Ten Career Tips of Wisdom

1. Always make sure you network with others, especially when you have the opportunity to attend a training class with people you don't know. Join organizations within and outside to learn new skills. Develop a network.
2. Learn the mission of your company. Seek out where you fit. Then, learn to bloom where you are planted.
3. Remember to keep moving forward. Depending on opportunities available, moving forward might mean reassignment, taking a lower paid position, or volunteering to gain new skills.
4. Practice patience. Don't be so worried about making more money that you forget to be of good character, integrity, and compassion.
5. Always have at least two or more mentors -some within your organization and some from outside. Communicate with them and develop these relationships. They will help you see if you are on the right path.
6. Be careful not to fall into cliques that are not good for you. Other employees and managers are watching how you interact at work. Managers want employees who can solve problems, not create them.
7. Ask yourself if you are keeping your workplace and interpersonal skills sharp. Learning is a life-long process. Grow with it.
8. Make sure you always have a 30-second elevator (marketing) speech. If anyone asks you to share something about yourself, you will be prepared with your strongest skills and experiences.
9. Volunteer for the difficult tasks.
10. Always seek ways to do your current job better. Be the person needed.