

Career Success (by TIM DRAKE, CEO, DRAKE)

- **Career Selection**
 - Make sure that you choose a job or career doing something you enjoy
- **AARP**
 - **Attitude** – Attitude is contagious. Make sure that you portray a positive attitude toward your work and your co-workers at all times
 - **Attendance** – Make sure that you are on time for work and that you are always there. Let your employer and co-workers know that they can always depend on you to be on the job both physically and mentally
 - **Responsibility** – Take responsibility for your actions. If you do something wrong, admit it and try to do it right the next time. Do not place blame on others for what you have done
 - **Productive** – Do your job to the best of your ability. Do not waste company time by doing non-work related things at work. Do not spend time surfing the net, talking on personal calls, etc.
- **Find things that need to be done**
 - If you get your work done, try to help co-workers with their responsibilities. Not only does this build a team spirit, it helps you gain additional abilities outside of your normal duties and positions you for future advancement.
- **Credit**
 - Don't worry if a superior takes credit for work that you have done. In the long run, people realize who does the work. Do give credit to others for what they have done to help you
- **Develop Good Habits**
 - Don't be lazy – show superiors and co-workers that you are a hard worker and can get the job done
- **Standards**
 - Don't let others set your standards
 - Acknowledge the standards set by superiors, but if you do not feel they are in the best interest of the organization, don't conform
 - Make sure others perceive you as a hard worker with good ethics and morals who can get the job done
- **Learn to accept criticism**
 - Be proactive and ask what you can do different to make things better
- **Don't change jobs too often**
 - Employers do not like to hire employees who have jumped from one job to another.