

By Dr Sylvan Lightbourne

A man in a dark suit and patterned shirt is shown from the chest up, looking upwards and to the right. The background is a bright blue with diagonal architectural lines. The left side of the image is a dark, textured vertical band.

RULE 16:

**How To Stand Out & Get Ahead
In A Competitive **Blue Collar**
Industry**

A man in a dark suit and patterned shirt is shown from the chest up, looking upwards and to the right. The background is a solid blue color with diagonal white lines. The left side of the image is a dark grey vertical band.

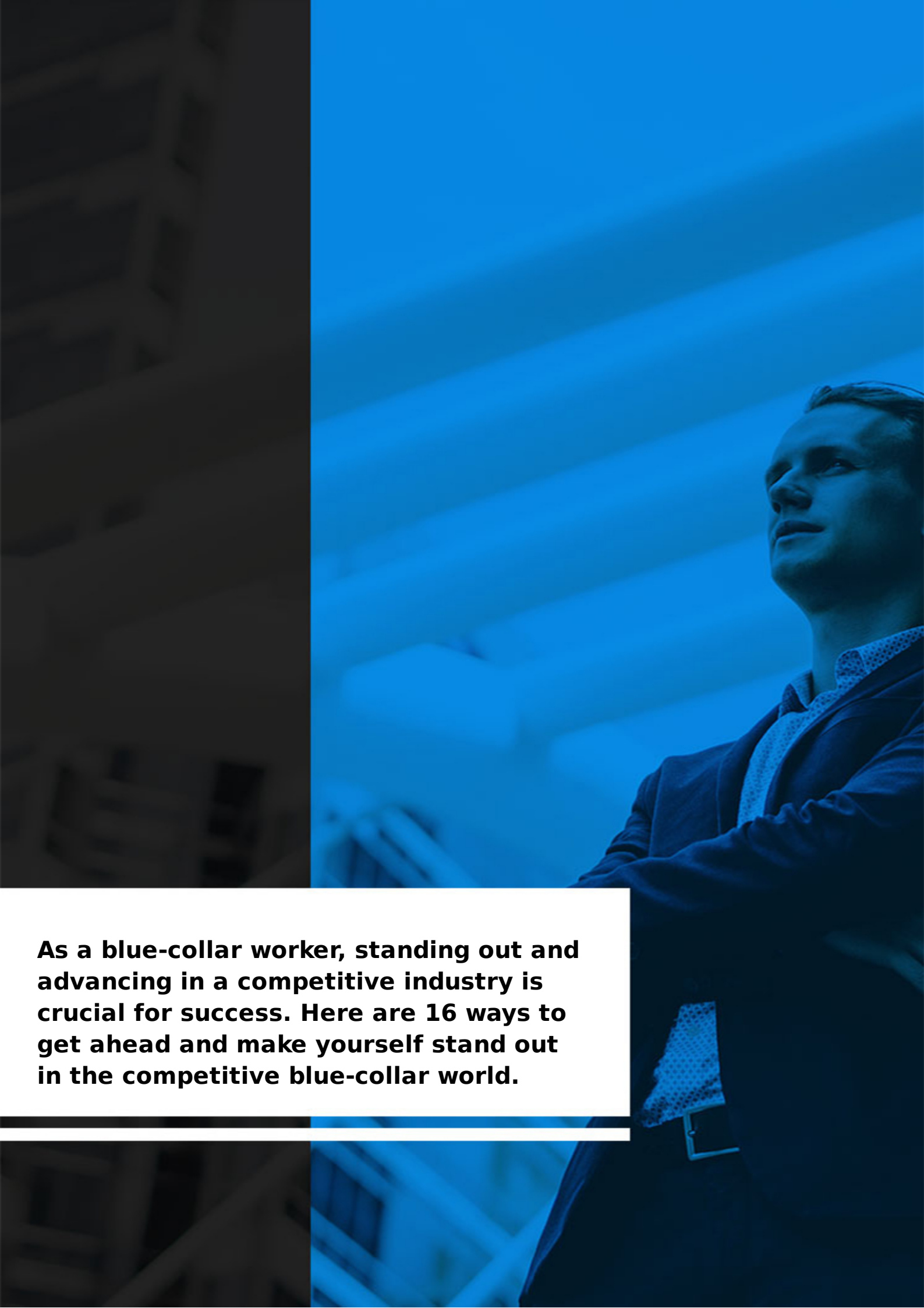
From Rookie To Pro:

Essential Rules
For Success
In Blue Collar

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A man in a dark suit and patterned shirt is shown from the chest up, looking upwards and to the right. The background is a bright blue sky with white architectural lines, possibly a modern building. The left side of the image is a dark, textured vertical band.

As a blue-collar worker, standing out and advancing in a competitive industry is crucial for success. Here are 16 ways to get ahead and make yourself stand out in the competitive blue-collar world.

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Set A Game Plan

One factor which all successful people have in common is effective time-management. You may prefer to call it structure, setting yourself to the task, or a game-plan. Whichever word or term works for you is fine. As long as you take it seriously, and put it into practice, you are creating one of the basic principles of productivity.

It might be a good idea to think about this, and why this factor is so essential to success. Perhaps you can begin by thinking of the opposite-- ways which do not work. Even if you have one very small task to complete, if you do not manage your time appropriately it may get done too late, or not at all. You may be working on a deadline, or have a task which does not have a specific time to be completed. If you do not have a game-plan for getting it done, the results will not be satisfying. While procrastination and wasting time impede productivity, lack of effective time-management can be as destructive.

Increasing your productivity and getting things done means having a good game-plan. First, you need to know exactly what must be done. Second, even if you do not have a specific deadline, you must also decide when it must be done. The third step is putting yourself to the task of doing it.



There are few things which block productivity as fast and as surely as distractions. When you cannot concentrate and focus properly, you cannot get things done. Even if you do accomplish something, it can feel stressful and frustrating. Whether you are on the job or at school, reducing the distractions which influence your ability to be productive will help you to get more done.

There are two key points which you should keep in mind when you are planning to reduce the distractions in your environment. The first point is what works for you and what works for someone else may be entirely different. The second point is unless you have examined your habits, you may not be one hundred percent certain about the habits that are the most effective for you. The good news is it does not require much time or effort to consider how your habits are affecting your productivity, and begin to adjust them accordingly.

If you are like most people these days, multi-tasking has become a part of your everyday life and your everyday vocabulary. There may be a number of things which you need to do in one day, and you may be doing them simultaneously. If you overdo with multi-tasking, there can be two

Reduce Distractions working as a team.





The same can be said about distractions. Attempting to do a job-- and to do it correctly and well-- will not net satisfactory results if distractions are allowed to get in the way. Working while listening to music, watching television, or chatting on the phone are not limited to teens.

Many adults do these things in their home offices, and even in an office which is occupied by other people. Perhaps they help your concentration-- but they can just as easily ruin your concentration, and distract you from what you are doing.

Becoming more productive takes a little analyzing of your habits. You can turn off some or all of these distractions, and see if you are better able to focus on the task at hand. You may find that you can get the job done better, faster, and more effectively, without any distractions at all. On the other hand, you may find that one of these factors actually does aid in your concentration and focus.

While finding whatever works for you is easy if you work on your own, it can be a little more complicated if you work with others. You may find that coworkers who constantly use their phones, visit, or play their radios near your workspace distract you from focusing on your job. If you approach them politely, this may be all it takes to reduce the distractions so you can concentrate on your job.

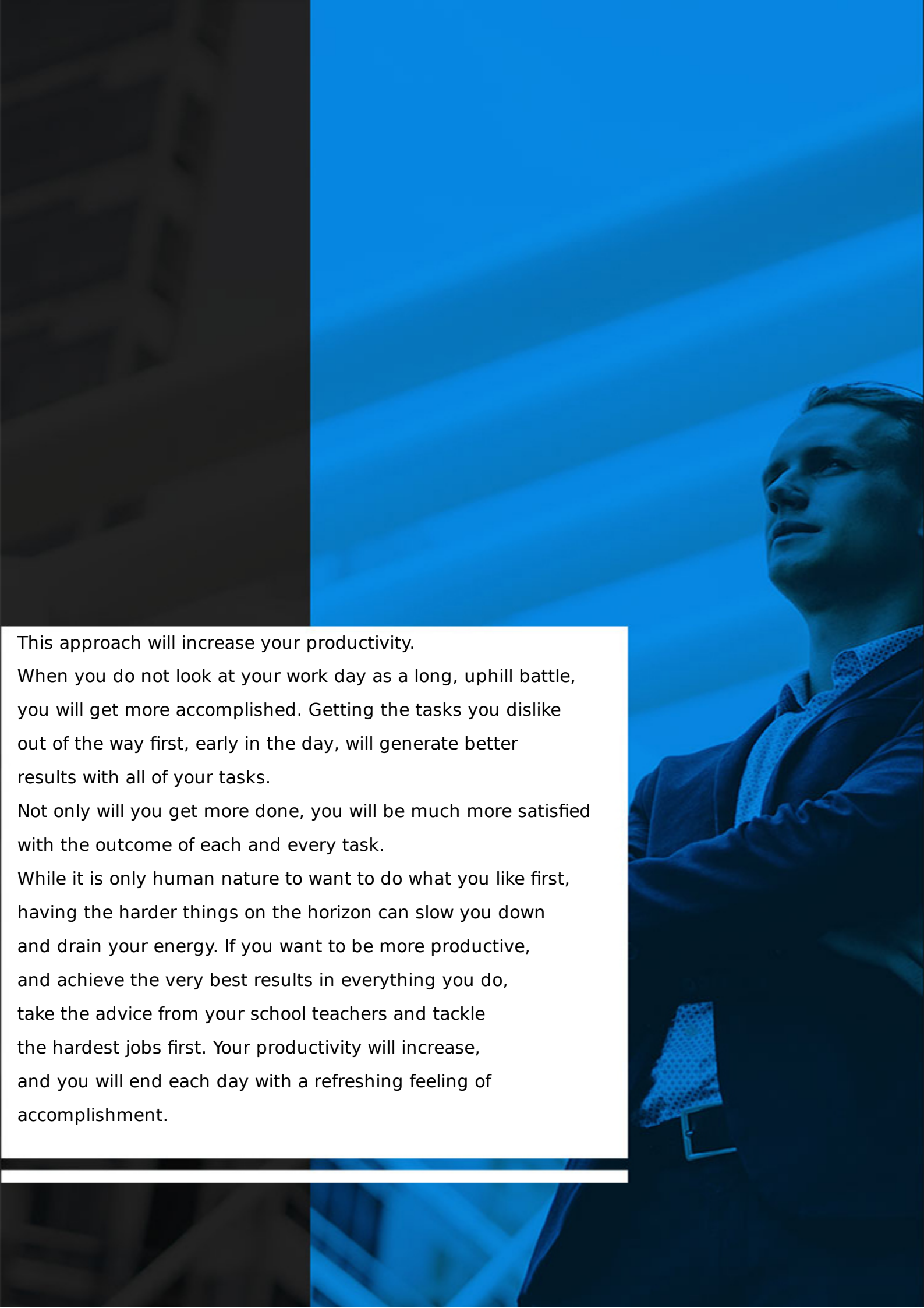


What Should You Do 1st

If you think about back when you were in school, you may remember teachers telling you that the best way to approach homework and other projects was to do the hardest task first. They may have also advised you to tackle the homework subject you disliked the most first, before moving on. This same approach can greatly enhance your productivity today.

When you are preparing to begin a fresh day at work, try to begin putting this approach into action. Instead of beginning with a task you enjoy, or one which comes easily to you, start with one you dislike, or one which you feel will be quite difficult. At the end of the day, you may be pleasantly surprised with how much you have accomplished. You will also feel that the day has gone much smoother.

One reason for this is at the start of your work day you will have more energy. When you devote this energy to the hardest or most disliked tasks, you will not feel as drained or frustrated in doing them. A second reason is if you begin with tasks you enjoy, you often find yourself looking ahead to the ones you dislike in a very negative manner. Instead of enjoying the easier tasks while you are doing them, you are dreading the ones ahead. When you do the hardest ones first, you will not only have more energy left for the rest of the day, you will also appreciate the other tasks more when you get to them.

A man in a dark suit and patterned shirt is shown from the chest up, looking upwards and to the right. The background is a solid blue color with white diagonal lines that create a sense of depth and movement. The lighting is soft, highlighting the man's features and the texture of his clothing.

This approach will increase your productivity.

When you do not look at your work day as a long, uphill battle, you will get more accomplished. Getting the tasks you dislike out of the way first, early in the day, will generate better results with all of your tasks.

Not only will you get more done, you will be much more satisfied with the outcome of each and every task.

While it is only human nature to want to do what you like first, having the harder things on the horizon can slow you down and drain your energy. If you want to be more productive, and achieve the very best results in everything you do, take the advice from your school teachers and tackle the hardest jobs first. Your productivity will increase, and you will end each day with a refreshing feeling of accomplishment.

Exercise

Self - Discipline

Self-discipline is an essential factor for productivity and success. Without it, one becomes lazy, unmotivated, and dependent upon others. Lack of self-discipline also makes for a difficult-to-deal-with employee, boss, or coworker

Exercising self-discipline means, in an old-fashioned term, setting yourself to a task. You need to know what must be done, when it must be done-- and do it. Good self-discipline includes a basic schedule, or framework, of what needs to be accomplished within a specific period of time. You do not allow yourself to become sidetracked, or to procrastinate.

However, being too rigid with self-discipline does not increase productivity. It can even lessen it. If you do not allow yourself any breaks throughout the workday, or any room for error at all, the expectations you are placing on yourself are too rigid. Instead of getting more done, or doing more in a shorter period of time, it can cause you to become frustrated with your tasks and your job.

If you learned self-discipline early in life, you probably do not have any difficulty with it now. On the other hand, if your schooling years and family life were too rigid, or if little was expected of you, this is a good time to develop the habit. You may have managed to slide through your early years without a good sense of self-discipline, but it will be a stumbling-block to your career.

A good way to start cultivating self-discipline is to acknowledge what you are responsible for. You can begin by holding yourself accountable for getting the job done correctly and on time. If this is a relatively new concept for you, you also need to acknowledge that errors do occur, and be able to fix them without undue frustration.

Exercising self-discipline also includes not allowing yourself to be sidetracked by time-wasting distractions and activities. While you may need and deserve a little break during your workday, it cannot throw you off-course from getting the job done. When you have developed the habit of self-discipline, completing tasks will be easier. They will be done well, and on time. It will increase your productivity, and help you to move that much closer to success

You Can Do The Impossible!

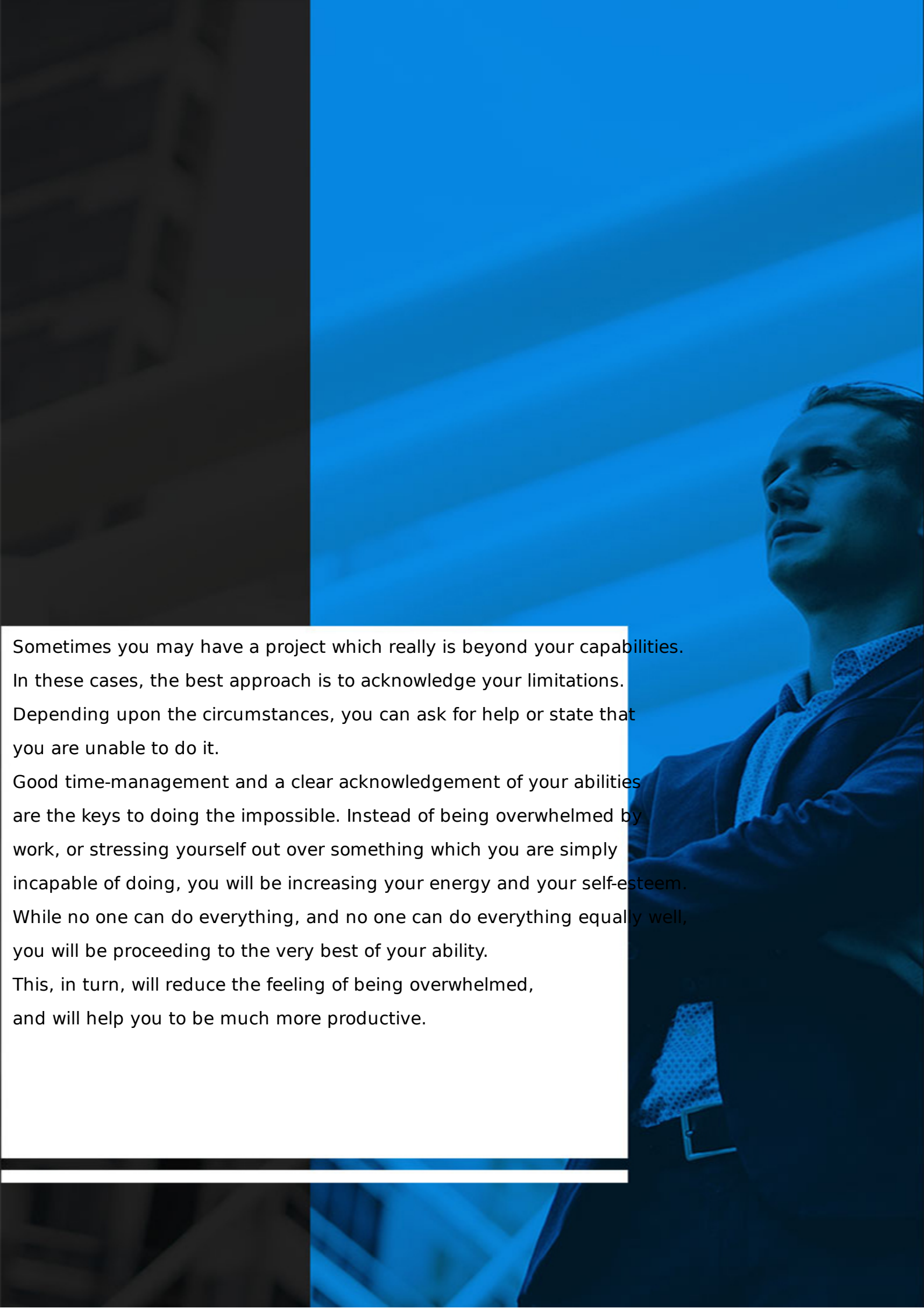
If you have ever had so many different tasks to complete, or tasks which appeared to be beyond your capabilities, you know what it is like to feel that it is impossible. When these kinds of tasks are within your range of responsibility, there are some positive ways in which you can approach them. You may find that you really can do the impossible.

Sometimes you may see tasks as impossible because you are overwhelmed by how much you need to do within a short period of time. Even if each is quite simple, they can add up to a mountain of work which you cannot reasonably expect to finish. This can happen when you take on more than you can handle, or when unexpected “surprises” come up without adequate preparation.

A positive approach to the former situation is to be reasonable about what you can do in the beginning. Whether taking on too much is due to financial necessity, trying to look good for your boss or outdo a coworker, or not thinking it through when you take on each task, assessing your capabilities beforehand can eliminate this problem. A positive approach to the latter situation is to learn how to prioritize. If an unexpected assignment or project comes up while you are tending to your other duties, you should decide which tasks need to be completed immediately, and which ones can wait until later. In many instances, requesting more time to get everything done is a good idea.

Sometimes you may have a project which really is beyond your capabilities. In these cases, the best approach is to acknowledge your limitations. Depending upon the circumstances, you can ask for help or state that you are unable to do it.

Good time-management and a clear acknowledgement of your abilities are the keys to doing the impossible. Instead of being overwhelmed by work, or stressing yourself out over something which you are simply incapable of doing, you will be increasing your energy and your self-esteem. While no one can do everything, and no one can do everything equally well, you will be proceeding to the very best of your ability. This, in turn, will reduce the feeling of being overwhelmed, and will help you to be much more productive.



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Increasing Motivation

We have all heard people state that they were “not motivated” as an excuse for not getting things done. In most cases, this is a polite way of saying that they are lazy. In the real world, where productivity and success are essential, motivation is a key element. If it does not come naturally to you, you can examine ways to increase your own motivation, and put it into action every day.

The more motivated you are, the more you will get done. One way you can try to increase your motivation is to both enjoy and appreciate your accomplishments. Instead of holding off until you have attained your goal, begin by enjoying and appreciating every task you complete along the way. While you should not want to waste time or become side-tracked, giving yourself a figurative pat on the back for tasks completed well and correctly can be a great way to increase your motivation. You will want to do more; and you will want to continue to excel.

When you do this, it will also help to increase your stamina. Rather than feeling overwhelmed by one main goal on the horizon, which can leave you tired and stressed, it can make you feel more energetic and better prepared for the next task.

Cont'd

It is easy for a person to lose his sense of motivation when he feels that he is not accomplishing anything. This can result in him not feeling very good about what he does, and even doing less. Fortunately, it is not difficult to reverse this pattern and come out on top. When you get into the habit of feeling glad about every task you complete, and have pride in each and every accomplishment, it will increase your motivation to do even more, and to do better each time.

As motivation and energy are connected, you will also see that you have much more energy for all of the tasks in front of you. No matter how large your ultimate goal happens to be, or how much time and work you need to put into it to accomplish that particular goal, you will be pleasantly surprised at how much more smoothly it all progresses. As both your motivation and your energy increase, you will get more and more done. You will see how great productivity can be each day.

Don't Let Setbacks

Get You Down

One of the biggest roadblocks to productivity is an approach which many people take to setbacks. If you see a setback as a failure, it can not only limit your productivity but it can go as far as to prevent you from doing anything at all. This is true in any line of work, schooling, or any other area in life. When you see a setback as a failure, it can stop you from proceeding forward. You may accomplish less-- or you may accomplish nothing at all.

Setbacks occur in all areas of life. Regardless of what type of job you have, you probably experience them either occasionally or on a regular basis. Setbacks can occur from making mistakes, from not being adequately prepared for what you need to do, or from unexpected problems which are not anyone's fault. The way you experience and view a setback determines how it will affect you and your productivity.

However a setback occurs, there is one outlook which can prevent it from becoming a roadblock, and actually increase your productivity. Whether the setback was due to an error on your part, or whether it was no one's fault, refusing to see it as a failure is the first step in getting you back on track. ***The second step is to see the setback as an opportunity to do better the next time. If you have made an error in your work, the best approach is to try to correct the error and move on. While it is essential that you not try to cover up a mistake, you cannot afford to allow a mistake to cause you to stop. If you fail to correct it and move ahead, you may find yourself dwelling on it. You may beat yourself up about the mistake, or even obsess about it. These behaviors are never useful. Not only will they prevent you from getting things done, they will also cause you to feel bad about yourself. At its worst, it can lead you to feel incompetent. This is not the way to get things done.***



"If you don't know where you're going, you might not get there." It is an excellent thought to keep in mind for your work life.

You may be surprised at how many people do not know what they are aiming for in their work life. On the other hand, you might be one of those people yourself. If so, now is the time to become goal-oriented. When you know where you are going, that is one of the biggest steps toward ensuring that you do get there.

Being goal-oriented does not need to mean focusing solely on one large accomplishment. If you begin looking at it as a number of small goals, each one that you attain will provide two benefits. Each one will make you more motivated to continue, as well as getting you that much closer to the large accomplishment.

Be Goal Oriented



A large, stylized white quotation mark graphic is positioned on the right side of the page, partially overlapping the background image of a laptop and a hand pointing at a document. The background image shows a person's hand pointing at a document with charts and graphs, with a laptop keyboard visible in the foreground.

Nothing can be accomplished overnight. Anything that is truly worthwhile takes time, effort, and work. When you set your sights on both the large goal in the distance, and each one which you need to accomplish in order to get there, you will soon see how much more productive you will be every step of the way. Simply going with the flow and not placing your emphasis on your goals will slow you down. You will not accomplish much if you do not focus on accomplishing. When you know where you are going, it is the surest way of knowing that you will get there.

Why Being Organized Is Essential

If you think about it, being organized is one of the most essential factors in being productive.

You do not need to be extremely rigid in order to be organized, but you do need to be conscious of and conscientious about everything that goes into your work day. Getting things done means being organized with your time, the supplies and equipment you use, and your expectations.

You can think of someone who is disorganized, and how it affects his work. He may rush willy-nilly into and through the work day, miss appointments, be unsure of what he should accomplish, and be careless with the supplies or equipment he works with during the day. This is a person who does not get things done, because being disorganized prevents him from being productive.

You will get much more accomplished in a shorter period of time if you are well-organized. You can begin by making a basic schedule of what you need to do and when it needs to be done. You can make sure that you know in advance where all of your supplies are located, so you will not waste time looking for something when you need to use it.

Being organized with both time and material items is not difficult at all. However, if you have not yet cultivated this habit, it might require a bit of practice before it begins to feel completely natural for you. Preparing an outline of your work day will help you to be where you need to be, and to get things done on time. Keeping all of your supplies neat and organized will help you to avoid wasting time and becoming frustrated over not being able to readily find items when you need them.

When your goal is to increase your productivity-- to get things done-- being organized is an essential factor. If you are one of the many people who has not yet developed this positive habit, the results may astound you. You will soon see that you are accomplishing much more, doing a better job, and ending up with results that are more satisfying. Becoming better-organized in every aspect of your work life will greatly enhance your productivity.

Avoiding Burnout

There is very little that can cause a decrease in productivity as easily as burnout. While you may be tempted to believe that putting every waking moment into working on your job is a good way to get things done, there is an additional factor which you may not have considered. When you figuratively take your work home with you, you can increase your risk of burnout and get much less accomplished in the long-run.

This form of taking your job home with you does not involve doing some essential work during your free time. It involves keeping your work on your mind during your free hours. When you are at home, or somewhere else other than in your workplace, you can easily burn yourself out by keeping it as your main focus.

During your off-hours, you may put a lot of time into thinking about your job. You may worry about whether you will get something done on time, or the overall quality of your work. This can lead you to become overly stressed, anxious, and overwhelmed. You may become more fatigued by your work when you are thinking about it and worrying about it than when you are actually doing your job.

If you do not actually have work to complete after your normal work day, you can avoid burnout by leaving your job at your workplace when you go home. Instead of stressing yourself out over whatever you need to accomplish the next day, or how much progress you are making with something you are working on, try learning how to leave those thoughts and concerns at your place of business.

When you have free time, develop some positive habits. Learning how to relax, to participate in healthy recreation, and giving both your time and focus to your friends and family will all reduce your risk of burnout. When you have begun to develop these habits, it will not take long for you to see the results. You will start each new work day feeling physically, emotionally, and mentally refreshed. You will have more to give to your job when you are refreshed. You will be more motivated, more energetic, and more productive

A Positive Frame Of Mind

Nothing has the power to boost your productivity as surely and easily as a positive frame of mind. While you may not have the time or inclination to repeat affirmations to yourself throughout the work day, it is essential to acknowledge that your mindset influences and affects your productivity.

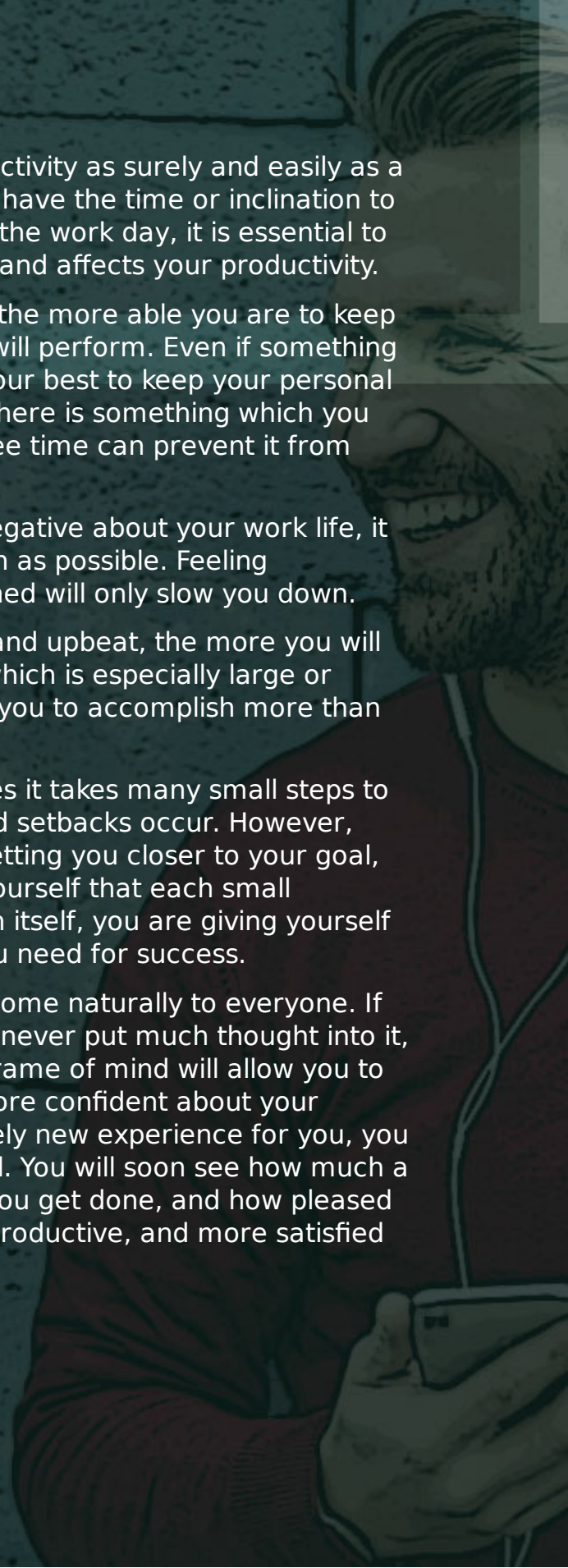
If you have problems in your personal life, the more able you are to keep them out of your work day the better you will perform. Even if something is especially troublesome, you should try your best to keep your personal problems separate from your work life. If there is something which you need help with, getting help during your free time can prevent it from interfering with your work.

On the other hand, if there is something negative about your work life, it should be addressed and dealt with as soon as possible. Feeling overwhelmed, anxious, stressed, or burdened will only slow you down.

The more you are able to remain positive and upbeat, the more you will accomplish. Even if you are facing a task which is especially large or difficult, a positive frame of mind can help you to accomplish more than you thought you could.

Nothing can be done all at once. Sometimes it takes many small steps to get something done. Sometimes errors and setbacks occur. However, when you keep in mind that each step is getting you closer to your goal, you are on the right track. When you tell yourself that each small accomplishment is an accomplished goal in itself, you are giving yourself the encouragement and the motivation you need for success.

Having a positive frame of mind does not come naturally to everyone. If you are one of the many people who have never put much thought into it, today is the ideal time to start. A positive frame of mind will allow you to feel more confident about yourself, and more confident about your abilities. Even if self-confidence is a relatively new experience for you, you will be reaping the rewards in no time at all. You will soon see how much a positive frame of mind affects how much you get done, and how pleased you are with the results. You will be more productive, and more satisfied with the outcome.



Resisting Negativity

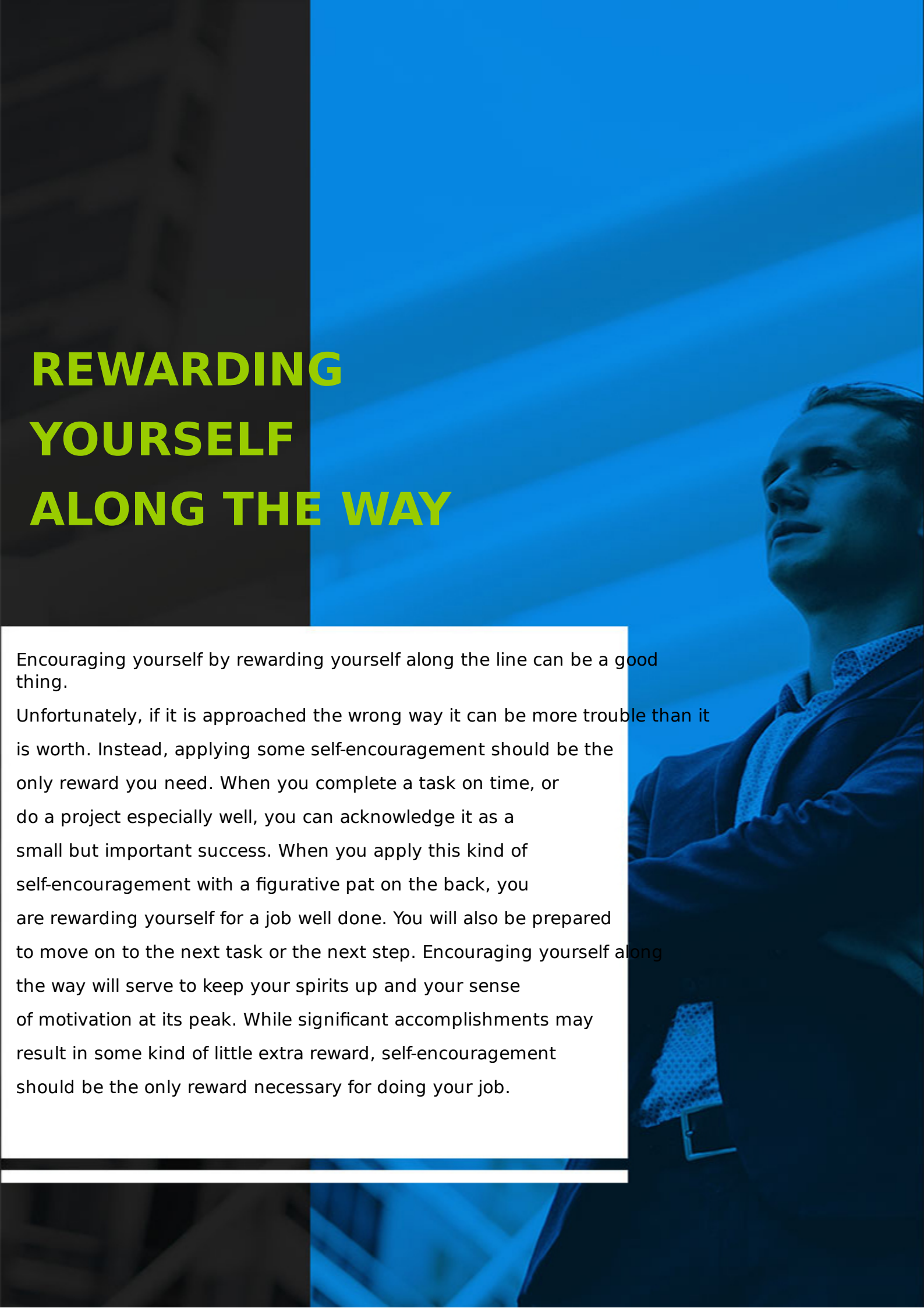
Negativity is a huge block to productivity. It also ensures that anything which does get done is neither satisfying nor appreciated. Whether the negativity you need to resist is your own or someone else's, the quicker that it is dealt with the sooner you will be back on track.

Negativity can come in many forms, and they are all counterproductive. Negativity can come in the form of belittlement. You may be unsure of your ability to do the job, or to do it well. If you believe that failure is on the horizon, this is the surest way of making it happen. You can resist the negativity of belittlement by reminding yourself of your competence. You may need to practice doing this on a regular basis. When you do not allow a negative light to overshadow your abilities, it will prevent you from coming to a standstill.



Negativity can also come in the form of complaining. Whether you are complaining about your job or about something else in your life, this kind of negativity can affect your work. Complaining wears you down, and ruins your ability to focus properly. When you resist the urge to complain every time you feel the desire to do so, you will be taking steps to keep negativity out of your work life. Instead of becoming tired and grouchy from complaining, your energy level will be at its best.

Worry is another form of negativity. It can slow you down, and cause you to be less productive. Although it may sound difficult, a good approach is to remind yourself that worry does not accomplish anything. If the subject is something which you can resolve, doing so as quickly as possible will reduce your worrying. If it cannot be dealt with immediately, try to put the worry out of your mind while you are working. You may even need to tell

A man in a dark suit and patterned shirt is shown from the chest up, looking upwards and to the right. The background is a solid blue color with white diagonal lines that create a sense of depth and movement. The overall mood is professional and aspirational.

REWARDING YOURSELF ALONG THE WAY

Encouraging yourself by rewarding yourself along the line can be a good thing.

Unfortunately, if it is approached the wrong way it can be more trouble than it is worth. Instead, applying some self-encouragement should be the only reward you need. When you complete a task on time, or do a project especially well, you can acknowledge it as a small but important success. When you apply this kind of self-encouragement with a figurative pat on the back, you are rewarding yourself for a job well done. You will also be prepared to move on to the next task or the next step. Encouraging yourself along the way will serve to keep your spirits up and your sense of motivation at its peak. While significant accomplishments may result in some kind of little extra reward, self-encouragement should be the only reward necessary for doing your job.

Resist Over-Extending Yourself

There are two ways in which you can overextend yourself. You can take on more work than you are reasonably capable of performing; or you can take on work which is beyond your capabilities. Both of these can overtax your energy, cause you to become frustrated, and result in your becoming very discouraged. They also result in becoming less productive.

You may know someone who is a workaholic. He may be finding some aspect of his job to be doing long after he has left the workplace. He may feel that there is always a little something more that he needs to do, many hours after he has left work. This person may feel that no job will get done, or will not get done correctly, unless he himself is doing it.

If you are this person, now is a good time to assess your habits of overextending yourself. While you surely want to be conscientious and complete everything that is your responsibility, overextending yourself will not make you more productive. It may have the exact opposite effect.

Overextending yourself on a regular basis will wear you out, burn you out, and wreak havoc with your health. Allowing yourself to get into this condition can affect your ability to concentrate and focus properly. You may begin making unnecessary errors, or become forgetful. You will not get nearly as much done as you had hoped.

You can resist overextending yourself by being reasonable about both your abilities and your time. Even if you are working on a very important project, you cannot put "24/7" into it and expect it to turn out well. You need to take a reasonable amount of time for rest, eating and exercise, and even some recreation, in order to be in prime condition for doing the job.

Overextending yourself by attempting to do a job that is beyond your capabilities can also backfire. If you are not fully qualified to do it, it will not turn out well. Instead of overextending yourself with something which you know you cannot do, it is better to leave it to someone who really is qualified to complete it correctly.

Becoming discouraged about your job does not need to happen. If you make a point of not overextending yourself, you will be more productive than if you try to take on everything by yourself.

Setting & Ranking Your Priorities

When you are on the job, virtually everything you do is important. However, setting and ranking your priorities will help to keep everything in its proper perspective. This is a positive way to get things done.

Setting and ranking priorities means acknowledging that some tasks require more time than others, and some tasks require more work than others. If you make the mistake of trying to allot equal amounts of time to every task, it will slow you down and you will not accomplish as much as you should.

While you want to give your best to every task, determining which ones will require more time and effort is a much more productive approach than trying to look at everything equally.

Setting and ranking your priorities also means determining which tasks need to be completed first. You may figure that this is only logical, but it often does not happen that way. Perhaps there is a very large project on the horizon, which will require a significantly larger amount of time and effort than the smaller projects you have at hand.

Perhaps there is one which includes an important time frame, or even a deadline. In instances like these, you may have been tempted to do the smaller, easier tasks first. Although it does mean that these easier tasks will be completed, the one which you should have given your attention to first may not.

When you rank your priorities, you can begin by deciding which job or project needs to have your attention before any others. This method will not only ensure that it does get done, but also that you meet it without enough motivation to do it correctly. Similar to what was said earlier in this book about taking on the toughest jobs first, the sooner you begin one with a deadline the more likely you will be to complete it on time.

Setting and ranking your priorities is not a difficult nor a time-consuming venture. If you begin each work day with a brief outline of everything you need to accomplish, you can then assign top priority to the tasks which must be completed first. Your entire work day will be much smoother, and you will get more done.

Strategies Are Approved Everywhere

When you hear the word “productivity,” the first thing to come to mind is probably your job and the workplace. The good news is that all of these strategies to increase productivity are as appropriate for other “places” in life as well. They are just as useful for students who wish to get more done with their college or high school work, and even housewives who never seem to have enough time to do everything that needs to be done.

There are only twenty-four hours in a day. This is a fact that is equally true for everyone. In the interest of your health and general wellbeing, a number of those hours must be allotted for sleep, some recreation, and other important health-related habits. While this still leaves quite a few hours in the day for getting things done, your time can be misdirected or frittered away if you allow it, or if you are unsure of how to best manage those hours.



The strategies for getting things done are focused on how to best manage your workday hours for the optimum of productivity. When you learn how to not waste time, and to get the most out of each hour and each day, you will get more done. Instead of feeling stressed, overworked, and overburdened, which can all lead to less than satisfactory results, the results you achieve will be real accomplishments.

Developing and practicing these strategies for getting things done will not take much time or effort on your part. Some motivation, and the willingness to begin putting it into practice, is really all that you need. Not only will you see yourself becoming more productive, you can look back on each day as one of your best.



In conclusion, standing out and getting ahead in a competitive blue-collar industry takes dedication, hard work, and a positive attitude. By consistently developing your skills, building relationships, and being a team player, you can establish yourself as a valuable asset to your employer and take control of your career growth and advancement.



Thank You!

Contact @drsylvan.com



sylvanlight



sylvan