

Tips for a Successful Career

The U.S. Department of Labor suggests the following five tips to be successful in the workplace.

- 1. Born to be wired.** Whether you work in an office or manage the crew that cleans it, computer skills are needed for most careers today. You don't have to be a computer wizard, just comfortable and competent.
- 2. Get an edge, and keep it sharp.** Workers must keep improving their skills throughout their working careers.
- 3. Climb the corporate ladder.** However, concentrate on picking up experience and new skills every day rather than just moving up quickly. If you focus on learning and doing your best, promotions will follow.
- 4. Networking works.** Improve your skills and job opportunities by actively talking with others in your industry or profession. Keep current. Information is the key to the future.
- 5. There is no "I" in "team."** Most people work in teams. In some cases, these teams are connected electronically by fax and the Internet. Learn to play all positions on the team.



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