

=====

## 40 Quick Tips to Further Your Career

=====

01. Celebrate Others Successes
02. Be Smart Spending Your Company's Money
03. Think Unconventionally
04. Use An Organizer
05. Find Your Passion
06. Accept That Life Is Unfair
07. Believe in Yourself
08. Accept That There Will Always Be Risk
09. Read Many Relevant Books
10. Trust Your Instincts
11. Set Goals and Review Them Often
12. Seek Out A Mentor
13. Focus on Top Priorities
14. Dress For Success
15. Watch For Opportunities
16. Keep Your Resume Updated
17. Keep In Touch With Your References
18. Build A Business Network
19. Smile
20. Develop Your Inter-Personal Skills
21. Exercise Right
22. Be Decisive
23. Don't Be A Quitter
24. Go The Extra Mile
25. Build a Reputation
26. Look For Efficiencies
27. Remember That 80% of Business Comes From 20% of Your Customers
28. Don't Blame Others
29. Eat Right
30. Put Your Doubts Aside And Go For It
31. Be Punctual
32. Learn From Your Mistakes
33. Don't Forget To Get Your Sleep
34. Learn From Your Successes
35. Don't Try To Be Someone You Are Not
36. Buy Into Your Company's Goals
37. Don't Be Afraid To Sell Yourself
38. Take Vacations
39. Do Some Charity Work
40. Treat People Well...Always