



## p-TIPS

## Rome wasn't built in a day (Your first 30 days)

The first 30 days in a new job are critical. Your success ultimately depends on personal productivity, which will be monitored by supervisors and coworkers alike. You should monitor it, too, but give yourself some time to learn the ropes. Bringing your productivity level up to the maximum is easier if you set reasonable goals for the first month. In *Your First Thirty Days: Building a Professional Image in a New Job*, Elwood N. Chapman and Robert B. Maddux suggest goals for each one-week period.

In week one:

- 1) Smile, remember names (don't be afraid to write names, positions, and departments down in a notebook), and try to become part of your new team.
- 2) Pace yourself. Don't be so eager to show what you can do that speed results in needless task-oriented mistakes or offends coworkers.
- 3) Remember that quality starts on day one. Resist the temptation to get the job done at the sacrifice of quality, especially if dealing with customers.
- 4) Communicate with your supervisor. Learn what he/she expects and ask how you're doing.

In week two:

- 1) Ask for help with any skill deficiencies. Depending on company culture, this may be in the form of an official mentor or in informal sessions with individual coworkers.
- 2) Maintain a sense of humor. Laugh at yourself when you make a mistake, but above all learn from it.
- 3) Master workplace culture, e.g., the unwritten dress code, use of first names, and accepted timing and length of breaks.

In week three:

- 1) Maintain or increase your personal productivity.
- 2) Be generous with thanks to those who helped you in weeks one and two and pay sincere compliments on work styles.
- 3) Continue to ask for advice and feedback.

In week four:

- 1) Don't become sloppy with human relations or job performance.
- 2) Review your position objectively to decide whether you and the job are the right fit. If not, talk to your supervisor about adjustments.
- 3) Remember that helping others achieve maximum productivity can help your career as much as doing it yourself. Remain a true team player.