

# The 12 Rules of Workplace Success

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## **1 START THE DAY RIGHT**

Decide what puts you in a positive frame of mind, and make it your morning ritual.

## **2 EXPECT GOOD THINGS**

Keep that glass half full by choosing faith and hope over cynicism and skepticism.

## **3 TAKE TIME TO BE AWED**

Look through the lens of appreciation and see all that is going right in your workplace.

## **4 LIVE A MISSION**

When completing everyday tasks and projects, see how they contribute to a greater good.

## **5 COMMIT TO HIGH STANDARDS**

Every job involves service to someone, so serve them well by setting high standards every day.

## **6 MAKE PLENTY OF FRIENDS**

Every workplace is its own community, so reach across the fence, meet your neighbors, and build your network.

## **7 SHOW UP ON TIME**

Lower your stress and boost your reputation by being reliably prompt.

## **8 BE INCLINED TO SAY YES**

When requests, offers, and invitations come your way, look for every reason to accept.

## **9 EXERCISE YOUR STRENGTHS**

You're good at many things, and you'll get even better by putting those strengths to work.

## **10 SEEK OPPORTUNITY IN ADVERSITY**

When times get tough, search the situation for something to learn or some other way to benefit.

## **11 FIND THE RIGHT BALANCE**

Enjoy solitude and social time, work and play, activity and rest, indoors and out...all in the same day...in measures that bring you fulfillment.

## **12 LEARN SOMETHING EVERY DAY**

As the sun sets, reflect on your day and identify one discovery you can put to work tomorrow.