

MAKE YOUR YEAR GREAT WITH THESE 5 SIMPLE TIPS BY HEATHER BENNETT

1. ASSIST WITH A SMILE

Be the person who is ready to assist with a smile when something needs to be done as a way to show your interest in being promoted and given more responsibility, learn new things!

2. IMPORTANCE OF THANK YOU'S

One simple thank you can go a very long way and make you stand out in a crowd. Don't forget to write a quick note to people who have assisted you along the way, or anyone that has gone out of their way to do something helpful.

3. PUNCTUATION!

Make your first impression the *right* one! When filling in forms, especially online job applications, remember to use proper punctuation – that includes capitalizing the first letter of your first and last name, the name of your street address, etc... If you can't take the time to fill in the form correctly, employers will believe you can't take the time to do their job correctly either! A bad address means you can't get a letter requesting an interview!

4. DO WHAT YOU *HAVE* TO DO SO THAT YOU CAN DO *WHAT* YOU WANT TO DO

It's not always fun, but if you take care to do the chores, your fun time is a lot more fun! You'll have a clearer picture of what needs to be done and prioritizing your time gives you a clear path to follow to the fun!

5. KEEP IT CLEAR!

When leaving a message make sure to keep your message clear, brief and to the point. State your name clearly, followed by the phone number you can be reached at, and a quick, brief message as to why you're calling. If the person getting the message can't understand you, the number or has to wade through 5 minutes of message, you can be sure you're not getting a call back – and that call could be your next job, or mean losing a raise!