

## Successful Career and its Attributes

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48

Everyone wants to succeed in life and career and a few people only will realize their wish. But there is no short cut to success as it could only be realized through sustained efforts and hard work.

So to begin with we shall see the tips to a successful career.

### Tips to a successful career

#### 1. Set priorities and goals

It is very important to set your priorities. Think deeply and decide about what you want to achieve. Discuss with your peers and make an appropriate decision. Probably at this stage you can set 2-3 achievable goals. Once the goals are set, plan it accordingly. Make a daily plan and fix priorities for each day. The most important and urgent ones should be mentioned at the top.

#### 2. Have adequate focus

You should be mentally and physically ready for the goal. All distractions should be blocked so that you get adequate time to focus on your tasks and career. It needs a single minded devotion.

#### 3. Enhance and broaden your skills

It is the most important step to reach into a successful career. You should be able to judge yourself and identify the weak points. Update your knowledge and skills. You should aim at continuous improvement of your skills and be ready to learn anything new from any source. Attend any kind of conferences, seminars, read books and be an eternal reader.

#### 4. Improve socialization skills

Socialization is an important step in improving your personality traits. You should be an active listener first and should show some interest and enthusiasm in knowing the other person. You should try to know more about them so that you will get adequate attention and respect.

#### 5. Know about yourself; your merits and demerits

You should be aware of your strengths and weaknesses. Be confident enough to claim a promotion or position if you feel you deserve it.



## **6. Accept challenge**

Accepting challenges will help you to discover different facets of your personality. You may be able to realize your hidden talents. Step away from your comfort zone and explore new horizons. If you are settling into a routine and playing safe all the time you are not going to get beyond that and will never get ahead in your career. 'If you always do what you've always done, you'll only get what you've already got'.

## **7. Improve your communication skills**

You should be able to communicate effectively which is the most essential step to a successful career. Listening to other's viewpoints, giving constructive suggestions and feedback, persuading effectively and asking for help and information are some of the important traits of an effective communicator.

## **8. Avoid gossips inside the organization**

We should avoid gossips about colleagues and the boss. Keep respect and work sincerely for the organization.

## **9. Find time to relax**

Find time to do a hobby or anything which can make us happy. Take time off from your work. This will boost your productivity.

## **10. Have satisfaction and enjoyment**

If you are unable to find satisfaction and enjoyment in what you are doing, avoid doing it and find some alternative. Never hang on it. You will be a total failure.

Every human being has two sides on their personality; one side will ask us to advance further and the other side will ask us to pull back. We can cultivate any of these and that determine what we become ultimately. Hence training is important, as proper training enables us to cultivate the best trait and thus we could also succeed in life. But you cannot wait for others to assist you towards it. Achievement and advancement in our career is about gaining self-control and will power, setting firm resolutions and making a commitment to conquer your weakness and bad habits. You should always try to improve regardless of your position in the organization. Success is attained by excessive learning and using that knowledge to set firm goals and then trying to see that the accomplishments are taken till the end. Instead of focusing on problems, focus on solutions. We may not be able to visualize a solution immediately, but it does not mean it is not there. It is best to make use of our subconscious voice to gain answers and move beyond your horizon instead of listening to our own inner voice which says that a particular goal or aim can't be achieved. People who have a strong sense of self-worth think that they will be able to handle any hurdles that arise in pursuit of their goals. Those who are willing to pay the price will succeed. We develop ourselves when faced with a difficult situation, which requires effort and utilization of our faculties. We should also learn to get rid of distractions, focus on our priorities. We should not concentrate on easy things first; rather it will be good to prioritize commitments which provide the highest

return. Try to understand what will be of value to you, the type of job you want, type of people that you would like to be around, money that you want to make and the type of knowledge that you wish to gain. When you interact with people with sincere caring, positivity and understanding you get back cooperation and friendship. You may look for the good in every one. When we focus on the positive traits we win their trust and loyalty. We should surround ourselves with can-do people. This will improve our chance for success. Never make friendship with people who try to hinder our ambition and creativity. When we interact with people with positive attitudes we catch their ambitious attitudes and beliefs. Successful people are good fighters and they will hang on something after others let it go. Resiliency is an important attribute on the road to achievement. Problems should be viewed as temporary and surmountable so as to meet hurdles. Those who are less successful at work see the smallest set-backs as tragedies and quit the scene. If you choose a career that is enjoyable, you will be able to give your best to the job and money and success will follow. When you are able to find pleasure in your work, you achieve more and happiness only will breed creativity and ambition. So those who are contented with their work will give out maximum. If you aim for something great, remember that it cannot be achieved alone. When you listen to other people's viewpoint with sympathy and appreciation you will be successful in gaining their trust.

### **Planning for a successful career**

Career planning should be done regularly so as to move forward in our jobs and careers and hence you should start as early as possible. It should be taken as an enjoyable activity which is liberating and fulfilling and it helps you to achieve your goals in your career. It should be taken as a rewarding and positive experience. Career planning should be done annually. Block all distractions and focus on your career and think what you really want to get out of your career and life. When career planning is done annually, you feel more secure in career choice and you will be prepared for any uncertainties that lie ahead in your jobs and career. Once it is done, take time off to review and reflect on the path; whether it was the correct decision. Also think of the things that you could have done differently. Your attitudes, likes, dislikes, needs and wants might have changed and hence move on with the new passion. Even after the review and self-assessment, if you find that you wish to continue with the same decision, and then your choice was correct. Sometime your hobbies could be made to transform into a career which will give you dedication and success. Keep a record of accomplishments in work so that a powerful resume is always ready in hand. Identify the transferable skills in you which would be valuable for many other jobs. Information about trends in career and job is also important and vital for long-term success. Once you gain knowledge about career trends, you can concentrate on developing a unique set of accomplishments, skills and education. Exploring new education and training opportunities also leads to power and success. We should never miss an opportunity to learn and grow more as a person and hence always find new training opportunities.

### **Conclusion**

A successful career is a culmination of hard work, good attitude, will power and resilience. Hence building these capacities will ensure your success.