



## *Day One @ Work*

The first day at a new workplace is always stressful especially if it is your first job. Although you already knew the job scope and responsibilities, it will be the first time you will be working together with your team. However, being nervous is the last thing that you need. Most importantly, you will need to get yourself prepared and channel your energy to get on the right foot for your first day at work.

Below are some tips on how you can make your first day a beneficial one:

### **1. Show up early**

Reaching your work place early, preferably fifteen minutes will show your enthusiasm being in the organisation. It will also save you the trouble of being late in case the journey to work got delayed.

### **2. Prepare to ask questions**

Asking questions will demonstrate your curiosity and desire to learn. However, asking too much within a short period of time may annoy the people around you. So manage your questions timely and remember that it takes plenty of time to master the job.

### **3. Listen and observe**

Listen, listen and listen. Listening will give you the opportunity to hear the goals of your boss and colleagues. It is also a chance for you to grasp the big picture and the direction of the company. This will help you to prioritise the work which will be

given to you, knowing the importance of each task.

### **4. Address your new colleagues by their names.**

Remembering names of many people within a short period of time can be a bit hasty especially if you are working in a big team. Try to remember the names of those stationed near you and team members that you need to work closely with. Addressing them by their names shows sincerity and aids your memory to remember them.

### **5. Don't turn down lunch**

Accept the offer to go for lunch with your boss and co-workers if they invite you. It is important to show that you are eager to know them better and be part of the team.

### **6. Smile**

Smiling does wonders. You will appear approachable and positive in the eyes of your new colleagues. Make it clear to everyone