

KILLING IT AT WORK

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TAKE THE **SKILLSROAD** **CAREER JOURNEY**

EVERYONE'S CAREER JOURNEY IS DIFFERENT

USE OUR **TIPS**
AND TOOLS TO
FIND YOURS!

STEP 1

CAREER QUIZ

Start by finding out what you were born to do!

STEP 2

EXPLORE CAREERS

Learn more about your perfect job and what the role looks like in action

STEP 7

STAY IN THE KNOW

All the latest news and more

STEP 3

JOB FIT TEST

Find out what next steps you must take to land your ideal role

STEP 6

APPLY FOR THE GIG

Apply for your role on our Jobs Board, updated with new roles daily

STEP 4

360° VIRTUAL WORKPLACE

See what a day in the life of your dream job is really like!

STEP 5

CREATE YOUR RESUMÉ

Learn to build the ultimate resumé and the perfect cover letter

HOW TO KILL IT AT WORK!



Entering the workforce permanently is a big change from your average daily routine.

It can be exhausting for both mind and body, and you might struggle to balance work, play and rest. Sometimes, this can leave you feeling anxious or despondent. But don't give up! If it's any consolation, we all feel this way- so you're totally normal. Our list of tips and tricks will help you to find balance and be the best version of you in both work and life. Who said adulting was scary? Not us!

SO LET'S
START

**CONGRATS
ON SCORING
A JOB!**

You've landed the job – that's something to be really proud of! Now get ready to conquer the first few days at your new job. We've got some tips to calm all those nervous butterflies...



HERE ARE OUR **TOP TIPS** FOR SURVIVING YOUR FIRST FEW DAYS IN A NEW JOB

1. MAKE SURE YOU ARE DRESSED APPROPRIATELY

Make sure you know what you're expected and allowed to wear at your new job. No torn jeans or singlets! Most companies have a dress code, and it's a good idea to familiarise yourself with it before you start working. Some businesses might expect you to wear a uniform – find out if you should arrange to collect this.

2. DON'T BE LATE!

Arrive 15 to 20 minutes early on your first day to give yourself time to grab a juice or coffee and some "you" time before you go in. If you're catching public transport or driving, do a dummy run during rush hour a few days before you start work: this will help you figure out the best route, and how long it will take. You can also use Google maps or TripView to plan your journey. If you're driving, check whether parking is available.

3. TAKE NOTES AND ASK QUESTIONS

Listen and learn while your boss gives you the welcome tour. You'll be taking in a lot of information on your first day, so don't feel embarrassed to take notes. Write down everything you think is important. Don't be shy to ask questions – repeating the answers out loud and practically imitating an action (like entering an access code or accessing a spreadsheet) can help you remember better. It also shows that you're listening, engaged and interested in being there.

4. HAVE YOUR PERSONAL DETAILS HANDY

If you haven't already signed your employment contract you will be doing so on your first day. You'll also be required to give your employee details such as your Tax File Number, bank account details and Superannuation details so that finance can process your pay. Keep these details on hand by storing them in your phone address book. Most employers have a super company they use, but you should also be able to nominate your own- ask your employer.

5. TRY TO USE AND REMEMBER THE NAMES OF YOUR CO-WORKERS

Meeting loads of new co-workers can be overwhelming: it's easy to forget people's names! A good tip for remembering who you've met is to shake their hand and repeat their name as you do so: "Nice to meet you [insert name here]!" Studies have shown that by repeating their name you are more likely to remember it.

THINGS YOU DIDN'T EXPECT

So you've started the job, been there for a few weeks and you're starting to second-guess whether you've made the right decision. Congratulations: you're acting in a totally normal way! It's tough to deal with changes in your life and routine. But just remember: when the going gets tough, the tough start building their mental resilience.

MENTAL TOUGHNESS & RESILIENT THINKING

Resilience is your capacity to respond to pressure and the demands of daily life. Resilient thinking is a flexible way of thinking that helps you to "bounce back" from challenges or failures in an easier and faster way. If life gives you lemons, what you do with them shows how resilient your thinking is!

Mental toughness can help us develop coping mechanisms to deal with overwhelming experiences, so that we can find balance in our lives.

Both resilient thinking and mental toughness are skills that can be developed over time and which help you achieve your goals. Being successful at life is not about how smart or physically strong you are, but rather about your passion and perseverance in the face of setbacks.

Some habits of resilient people:

- They never give up
- They strive for more
- They keep motivated and stay positive
- They don't sweat the small stuff
- They try to become more in tune with who they are as people



Having a mentality of never giving up and always striving for more will keep you motivated and positive in working towards and achieving your goals. You won't sweat the small stuff, and you'll become more in tune with who you are as a person.

We have these **3 strategies** to help you become unstoppable!

1. DEFINE WHAT MENTAL TOUGHNESS AND RESILIENCE MEANS TO YOU

For you it could mean...

- Going to the gym three to four times a week
- Meditating every morning before work
- Spending time in nature
- Keeping a practical To-Do list to help you complete work ahead of schedule
- Spending time with friends
- Painting or writing poetry

And loads more!

2. FOCUS ON SMALL WINS

Mental toughness and resilient thinking is like a muscle: it needs to be exercised to grow and develop. Sometimes, though, we just don't have the energy. We all have down days: don't beat yourself up about them, and just try to do better the next day.

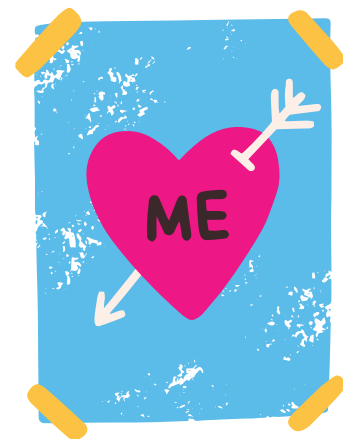
You don't have to be hugely successful at work to be "doing okay": you could do something as small as making a colleague smile (or even just getting up to go to work!), and it will be a win, depending on your day. Take the wins – even the small ones. It will help you manage your emotions and push yourself past your comfort zone once you're ready to do so.

3. WELCOME ROUTINE AND HABIT INTO YOUR LIFE

Our willpower comes and goes, so we can't always rely on it to see us through. But if you put certain habits in place and then do them often enough that they become simple routine, it will "automate" the willpower needed for a conscious decision. This can make your life a lot easier, and help you build consistency.

Try these tips:

- When you "fail," see it as an opportunity to learn and become better.
- Develop routines for zero-motivation days: To-Do lists you can tick off one-by-one, for example, so that you don't have to think too much about what you have to do.
- Start discovering and building your identity. Who are you, what do you want, what do you need, what are your boundaries, what are your dreams?



HOW TO HAVE A **TRICKY** CONVERSATION



Nobody just breezes through their working day without a care in the world... Sometimes, challenges happen. Because here's the thing about colleagues: they're all human beings. Which means that every single one of them has their own opinions, habits and ways of doing things. At some point, you're probably going to butt heads with someone. How you deal with it can be key to your future workplace happiness.

Before losing your temper and screaming at a colleague, take five deep breaths. And then ask yourself: what could I do that might improve this situation? Because the only person you can control, is you.

Have a quiet chat with your colleague in a private space about ways in which you could work together better.

If a one-on-one chat doesn't make things better, consider talking to your supervisor.

IMPORTANT: If a colleague is:

- making you feel physically unsafe,
- bullying you,
- causing mental distress or
- harassing you in any way, sexually or otherwise,

it's best to go straight to your supervisor, or a person that you trust.

What you need to do:

1.

Plan a meeting

Keep things simple. Your manager/boss will definitely be busy, so you might find it difficult to catch them at a good time. To avoid being knocked back, send them a polite email request for a meeting on a date and time that suits them best, or ask them in person when you see them. Give them a rough outline of what you'd like to discuss.

2.

Explain the situation and context

When you get the time to sit down with your manager/boss begin by stating your intention and what your situation is. For example:

Hi [name], thank you for taking the time to talk to me. I want to raise a few issues that I'm having trouble managing myself. I've found some things overwhelming and need to clarify the process around how to do some of my tasks.

3.

Frame the conversation gracefully

Always be respectful, never demand, and try to frame the conversation as a way to improve yourself. If you have problems with your manager or a co-worker, take some time before the meeting to think about your role in the challenges that you're facing: could you be the one causing the problem, and who needs to adapt? How can you make things better? This will help you have a more productive conversation.

4.

Ask for their perspective

Show your boss/manager that you want to resolve this issue, have thought of possible solutions and are reaching out for another opinion. It helps to think things through properly before you meet: have you been unreasonable? Have you tried to resolve the conflict? Have you been at fault?

5.

Arrive at a mutual understanding and find a resolution

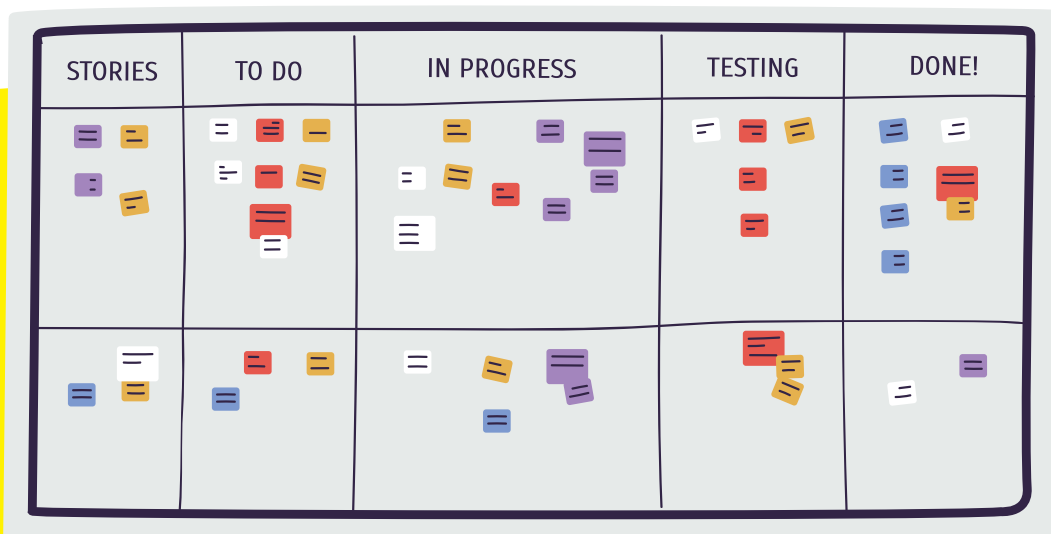
Listen closely to your supervisor's feedback and ask for clarification if needed. Pair your concerns with suggestions on how to solve them in a way that's mutually beneficial. Ask your supervisor if it would be possible to have a 15-minute catch up every week to make sure the same issues don't come up again, just until you get the hang of everything.

MANAGING YOUR WORK LOAD

If you've just started working, it can take a while to find your feet and manage your tasks properly. Try this:

- When you start, you should get a proper job description that explains your duties and tasks. Discuss this with your supervisor: what should be the top priorities, and what is most urgent? Make sure you understand what the main focus of your role is, and how it fits into the bigger picture: the business' overall goal.
- Draw up a To-Do list: Label it "Top Priority", "Important", "Routine" – break your tasks down in the beginning until you know how to prioritise them automatically.
- Check in with your supervisor and team mates regularly to find out what the team is working on, and how you can help.
- When you come to work in the morning, ask yourself: how can I be helpful today?

If you're still struggling to get ahead with your work load after the first three months, you might have too much on your plate. Don't be afraid to ask for help – arrange to have a chat with your supervisor to help you prioritise (or even lessen) your tasks if you're struggling to cope.



GETTING YOURSELF WORK FIT



Starting a new job plays havoc on your mind and body – it's WAY different than school or studying! And you might be wondering how you're going to keep up the daily grind for five days a week for the rest of your life?! Don't give up just yet. Stay ahead of the pack by doing something really important: taking good care of your body and mind.

HERE ARE OUR TOP TIPS FOR STAYING AHEAD OF THE GAME

1. SLEEP

Sleep is so important, even Shakespeare went on about it: "Weary with toil, I haste me to my bed." A good night's sleep keeps us from turning into zombies at work, and keeps our brains ticking over nicely. You need to aim for between six to eight hours of sleep each night. But sometimes, like poor old Shakespeare, your brain doesn't want to switch off... Try these tips to relax:

- Stay off social media for two hours before you plan to go to bed
- Don't eat too late – if you can, do an Oprah Winfrey: "No food after 7pm!"
- Have a herbal tea before bed
- Exercise after work to tire you out, but not within two hours before going to sleep – then you'll just be too energised to sleep!
- Take a hot shower or bath before going to bed
- Do some light stretches to relax your muscles

Listen to some calming tunes: build a "Sleep" playlist on Spotify.

2. HAVE SOMETIME OUT

You can't work all day, every day. Force yourself to make time for something you are passionate about. Even a few hours a week of doing something like cooking, hiking, surfing, reading or chilling with friends will help you to balance your body and mind and feel better about life.



3. GIVE YOURSELF A PEP TALK

We give our friends pep talks all the time – but when we give ourselves a talking to, we’re rarely very nice about it... Your mind is an extremely powerful tool: it can motivate you, or make you feel helpless. If you keep on feeding it stuff like “I’m not good enough”, “I’m too fat/thin/weird/different”, “People don’t like me”, “I’ll never succeed”, it’s going to start believing you and make you feel terrible. Try to be kinder when you speak to yourself – pretend you’re talking to a good friend who needs your help! Try these statements:

- I am good enough.
- I am creative and interesting.
- People like being around me.
- My family and friends love me.
- I am strong and will survive this.
- My body is beautiful.
- My mind is fierce.
- I am grateful for [insert something small here].

Say it even if you don’t always believe it – pep talking yourself will help you to grow stronger and happier.

4. TAKING CARE OF YOURSELF

If you’re burning the candle at both ends, it’s probably time to slow down! These tips will help you:

- Drink water. Dehydration saps your energy and can also cause headaches and fatigue. Try to drink one to two liters of water a day.
- If you’re feeling very run down, you might need a vitamin boost. It’s worth it to visit your GP to get your blood tested to make sure exactly what you need
- Limit your drinking. Alcohol will keep you from peak performance at work – it’s best to avoid it during the working week.
- Exercise regularly! If you can’t gym, try taking a walk during your lunch break.
- Watch what you eat: stick to healthy fruit, vegetables, complex carbs, healthy fats and protein sources, and stay away from sugar and junk food.

Remember: you can’t work if you’re ill. Your health is an investment: always prioritise it!

Activity

List three things you can do today to improve your physical and mental health:

.....

.....

.....

.....





CAREER PROGRESSION

Once you've won at having a great first day, it's time to start building a good career. Would you like to make a positive impact on your company, or work towards a more influential role? Good training and development initiatives and clearly defined career paths are vital to help you. These tips should get you started.

1. Support your boss

We're all working to make our bosses' lives a bit easier. This doesn't mean sucking up, but doing your job as best you can and with as little fuss as possible. Always make your boss look good, and if you disagree with him/her, remember they have the final say. Respect that. If you develop a reputation of being difficult to manage it could result in you not being able to progress in your career the way you want to.

2. Ask for work that challenges you

Let your boss know that you're up for the challenge of progressing in your career, and ask them to delegate tasks to you that put you out of your comfort zone. It can be scary, but it will give you the freedom to grow!

3. Identify some of the company's problems and contribute to solving them

Can you develop more efficient processes that helps the company save money? Or perhaps solve a serious safety issue? Be known for solving problems nobody else wants to take on. It makes you a more valuable employee.

3. Own your mistakes and take responsibility for fixing them

We all get things wrong sometimes, and that's okay. But take ownership of your mistake, help to solve it and make sure that you learn from it and don't repeat it in future. Never shift the blame, or lie about it! And remember: taking responsibility for your team's mistakes shows great leadership potential.

LET'S REFLECT ON **YOUR JOURNEY**

YOUR TO-DO LIST



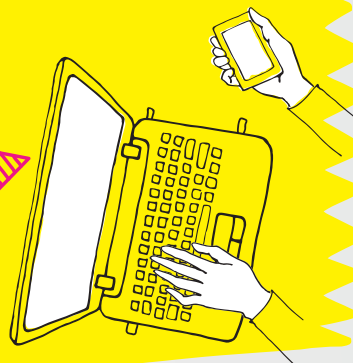
TO KICK THINGS OFF ON THE RIGHT FOOT,
TICK THE BOXES DOWN THE SIDE.

- Take the career quiz**
- Explore career industry videos**
- Decide on your training option**
- Complete the job fit test**
- Build your cover letter and resumé**
- Apply for jobs on the Skillsroad jobs board**
- Read all the latest blogs and life hacks**

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CREW MEMBERS WILL GET BACK TO
YOU ASAP.





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