

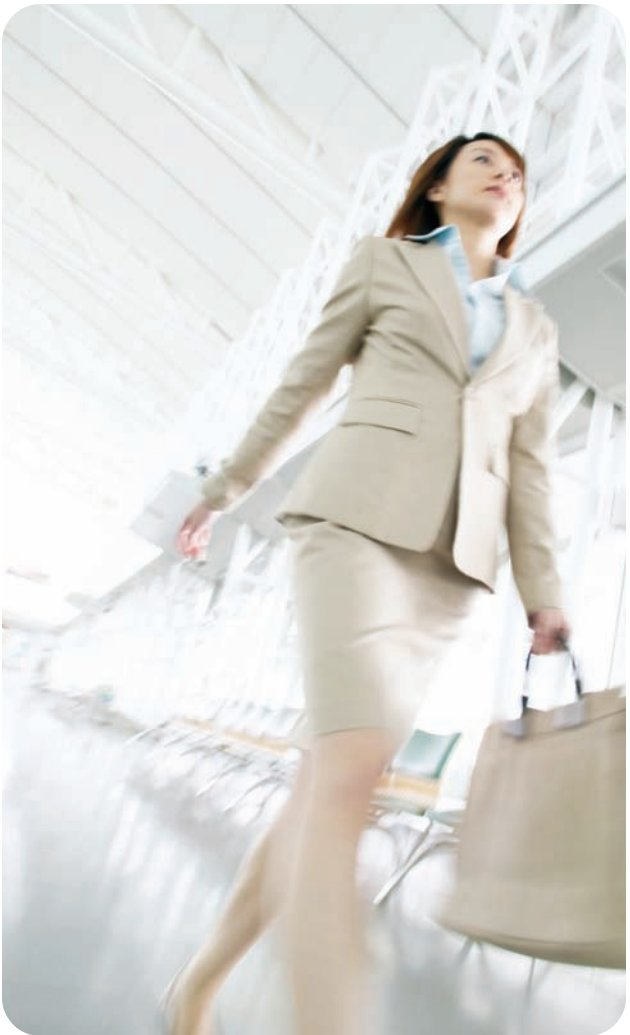
Ajilon Professional Staffing



Success tips

Simple, practical & effective ways
to achieve more at work and in life.

The path
to success has
no shortcuts.



There are many ways to measure success — by the significance of our accomplishments, the size of our paycheck, or simply, our personal and professional happiness — but there are even more ways to achieve it.

What makes one person successful doesn't always work for everyone. Some of us are born with the determination it takes to succeed, and others have to work a little harder to realize our goals. But no matter how you become successful, it isn't something that happens overnight — it takes some serious effort.

Success tips

At Ajilon, we interact with many accomplished people every day who have achieved their success in a wide variety of ways. These people and their success stories were the inspiration for this brochure.

The following tips are things that you can implement right away, in your everyday life, at work and at home, to help you be more successful. You may even do some of them already, but we're quite sure you will find others that you never even thought of. We hope that you will be able to incorporate some, if not all of them into your existing routine to help you achieve your short- and long-term aspirations.

It's your time. Take control of it!

Sometimes it feels like there just isn't enough time in the day to accomplish everything we need to, so we have to make the most of what we have. Now, we're not saying you have to account for every second, but, if you make a daily, weekly, monthly, and even yearly plan, and stick close to it, you'll find yourself being a lot more productive.

- **Become an early riser.**

Some of the most successful people can get by on 4-5 hours of sleep a night. We're not suggesting you go to such extremes (in fact, many studies link a good night's rest to productivity), but you will find that, when



When you start your day early, you'll be able to accomplish much more.

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you start your day early, there are fewer disturbances and you'll be able to accomplish much more.

- **Give yourself the first two hours of the workday.**

No meetings, no phone calls, no interruptions. If you can afford to do it, you'll complete twice as much work in half the time.

- **Always add at least one hour each day to your schedule for disruptions.**

Phone calls, unplanned meetings, people popping in your office to ask questions — all these take time and are pretty unavoidable. Establish times when you will take phone calls, return messages, and reply to e-mails. Set aside quiet time each day for concentrated work — close your office door, turn your ringer off and don't even open your inbox.

- **Use waiting time to read, plan, study, review, or write.**

All time is precious so, when there's a delay in your daily activities — for whatever reason — do something productive. Don't just "kill" time.

- **Anything worth doing is going to take longer than you think.**

Allow yourself some extra time to handle those important projects. Don't rush just to make it fit into your schedule — no one ever became

successful doing mediocre work. Slow down and do it right the first time so that you won't have to do it over again later.

- **Don't reinvent the wheel.**

Chances are someone else has faced a similar situation. If whatever you are working on is not proprietary, borrow an idea, technique or method and adapt liberally to your specific circumstances. Why waste time trying to make something work your way, when you already know it works another way?

- **Calculate the value of your time.**

It may be cheaper to outsource work than to handle it yourself.

Don't just work harder; work smarter.

There's a big difference between good, old-fashioned hard work and doing more than is necessary. We're not suggesting you take shortcuts; simply that there are certain things you can do to be more efficient and make your hard work go a little further.

- **List the most unpleasant task as your first chore of the day and do it.**

If a particular project is really that terrible, you're not going to want to tackle it at the end of a long day. Just get it done and move on to better things.



- **Finish your work before you call it a day.**
Tomorrow is a new day — don't start it off by finishing yesterday's projects. If you must leave something incomplete at the end of the day, make sure it is a low-priority item.
- **Set short-term goals for long-term projects.**
Working on a project with a far-off due date can often cause serious procrastination. But, by identifying interim due dates and measuring your progress against these short-term targets, you can avoid trying to take on too much at the last minute.
- **Focus on the valued few, not the trivial many.**
80 percent of the value comes from 20 percent of the things you do. Keep things in perspective and focus on high-priority projects.

Take a good, long look at yourself.

A resume is only as good as the person behind it. Before you have any thoughts of doing unscrupulous things to get to the top, remember that, when it's all said and done, your integrity and reputation are your greatest assets.

- **Always tell the truth.**
Sometimes it's the last thing someone wants to hear, so learn to do so in a way that does not offend.

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- **Be positive.**
A positive attitude doesn't guarantee success, but a cynical attitude almost certainly guarantees failure. Believe it or not, we can choose our attitudes. It may take some practice, but try ignoring negative thoughts and look for the positive in any situation. It will not only improve your view on things, but improve the way people view you.
- **Take yourself less seriously.**
Just because you're striving for greatness, doesn't mean you can't take some time to have fun every once in a while.
- **Continually assess your quality of work and your effectiveness.**
Watch for creeping bad habits, outdated processes and poor organization.
- **Keep your promises.**
The more you fall short, the less confidence people will have in you and your word.
- **Be accountable, but cut yourself some slack!**
Even if you make a mistake, you'll earn a lot of respect when you don't place blame. Accept responsibility and move on.
- **Get better all the time.**
Whether it's taking a cooking class, going back to school for your MBA, or committing yourself to a weekly exercise program, continually look for ways to improve.

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Always start and end meetings on time.

Make meetings more meaningful.

Meeting with your colleagues can be a vital way to plan ahead, check on the status of a particular project, or listen to constructive feedback on how your department is running. Or, they can be a colossal waste of time. Make sure they are as beneficial as possible for yourself and everyone in attendance.

- **Hold meetings at 8am, 11am or 4pm to avoid breaking up prime work time.**

Sometimes it's hard enough for people to get motivated to start a project, but starting and stopping a few times throughout the day for meetings can be really counterproductive.

- **Cancel or bow out of as many unnecessary meetings as you can.**

If you know they can hold the meeting without you, respectfully decline to attend. If, in the middle of it, you decide that you don't really need to be there, politely excuse yourself during a break in the conversation.

- **Hold a meeting because it is needed, not because it is scheduled.**

On one hand, scheduling regular, short staff meetings once a week will increase productivity and reduce the number of "quick question" interruptions. On the other hand, just because you have your weekly staff meeting every Monday morning, doesn't mean you should have it if there's nothing to talk about.



- **Always start your meetings on time.**
Do this even if some participants are late; you will develop a reputation for promptness.
- **Always end a meeting on time.**
Allot an appropriate amount of time for each item on the agenda, directly proportionate with its importance.
- **Set up telephone appointments just as you would schedule meetings and in-person appointments.**
Telephone calls can take up just as much of your time as a planned get-together. Why should you treat them any differently?
- **When meeting with busy people, ask for the first appointment of the day.**
Do this and reduce the possibility of having to wait for too long.

Get organized!

You don't have to be a neat freak to be a success, but injecting a certain amount of order and structure into your routine will help you save time and stay focused. Get rid of extra "stuff" and simplify your life in every way. The less you have, the less you have to care for.

- **Your computer needs cleaning.**
Periodically sort your computer files by date and back them up. Review anything that is one year old. Either trash it, or store it.

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- **Label everything.**

It may sound neurotic, but it sure saves time and effort when you really need to find something. Create and label a new file as soon as you get paperwork related to a new project. Likewise, make sure your folders and files on your PC desktop and in your email account are clearly labeled and organized.

- **Don't trust your memory.**

Write notes in the appropriate place the first time — break the habit of writing things on numerous scraps of paper or sticky note pads. Better yet, use a computer organizer to task all to-dos.

- **Periodically trash your periodicals.**

Once your periodicals are six months old, they're probably not news anymore. When you receive a publication, skim the table of contents, identify articles of interest, tear them out and throw out the rest — it will save you from flipping through a pile of magazines to find that one article you wanted to read. Do the same for any e-newsletters you receive, deleting them from your inbox when you're finished.

- **Collecting business cards isn't a real hobby.**

Only keep the business cards that you asked for, or are interested in. Just because people give you their cards doesn't mean you have to keep them.

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- **Schedule a time each day to go through your mail and e-mail.**
Schedule a time each day to go through your mail and e-mail. It could be 15 minutes or a half-hour, but do it every day. Don't let it pile up. Additionally, set up two days to pay bills — on the 1st and 15th of each month only.
- **Keep track of business expenses as they accrue.**
When you don't have to go through a huge stack of receipts at the end of the month, it makes your monthly expense report much easier to complete.

Be more than a manager; be a leader.

Anyone can study a football playbook and draw up a few plays, but that doesn't mean they're fit to coach a championship team. Go beyond delegating assignments and tracking your employees' progress. Provide encouragement, set a positive example, and inspire your people to do their very best work — you'll earn their respect and increase your chances of having a winning squad.

- **Don't be intimidated by the talent of others.**
Put the success of the team above your ego. Find out what your people do well and let them do more of it. Don't be afraid to hire people smarter than you — with talents in different areas — and let them shine. The type of people you hire and the quality of the work they do reflects directly on you.

- **Push your people.**
Encourage others to take risks and stretch beyond their current capabilities. Even if you don't have all the talent you want, try to get the most out of the talent you have.
- **Handwrite "thank you" notes for people who have helped you.**
It's a small kindness that will reap great rewards.
- **Listen up!**
Before you begin any conversation, remind yourself to be patient and wait. Allow the other person to finish speaking before you take your turn.
- **Do something fun at work at least once or twice a week.**
Whether it's taking your team out for lunch, or just playing some music on a Friday afternoon, something to break up the monotony helps make work not seem like so much work.
- **Make sure your people are fully equipped.**
Always provide them with the training, supplies, and tools they need to complete a job successfully.
- **Resist telling people all the details about how to do something.**
Good people are capable of doing the job themselves. Simply tell them what needs to be done, when it needs to be done and the desired results.

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- **Always be recruiting for new employees.**

That's not to say that you should constantly be looking to change your personnel — a lot of turnover is terrible for morale. However, you never know when you'll have a need to create a new position, or when one of your top people may be looking to move on.

Keep your cool.

Stress is an often unavoidable side effect of hard work and increased responsibility. But, if you can do your best to remain poised when situations become a little hectic, you'll improve your standing in the eyes of both your employees and your superiors.

- **Call a timeout for yourself.**

When circumstances arise that cause a little more pressure than you think you can handle, don't lose your head. Instead, place a sign on your door, desk or wall to communicate to people when you cannot be disturbed. Collect yourself, deal with the issue calmly and get back to business as usual.

- **Get over it.**

Grief over past mistakes is unproductive. Learn the lesson and move on.

- **Learn to ask for help.**

Ask yourself, "Do I personally have to do this?" If not, delegate the item.

- **Work at a relaxed and reasonable pace.**

Take breaks. Learn to relax.

- **Take a vacation!**

You earned the time off — use it!

- **Learn when to stop working.**

Don't confuse long hours with productivity.

If you're working more than 60% of the time or spending less than 10% on yourself, you could be heading for a stress breakdown.

Be a better decision maker.

Life is a never-ending series of decisions. There is no guarantee that you will always make the best choice and, in fact, no decision is without risk — good decisions simply minimize that risk.

- **Make decisions in a timely fashion.**

Rarely does waiting significantly improve the quality of the decision.

- **Learn when to say “no.”**

You can't make everyone like you, nor satisfy all their needs. When you say, “no,” it shows people that your goal is to make the best decision possible, regardless of how popular it is.

- **Say “I don't know,” when you don't.**

One of the reasons to surround yourself with great people is to help make up for knowledge or skills that you don't have. Accept that others know more than you about some things and allow them to make decisions in those areas.



- **Know the difference between urgent and important.**

Urgent things nag at you loudly. Important items don't make much noise, but are likely the key to your success.

- **If necessary, look to the pros.**

When you need professional advice, get it from professionals, not from your friends.

Know your technology.

Being familiar with technology is crucial to succeeding in today's business climate. While all your gadgets won't do the work for you, you should know how and when to use them as well as how to get the most out of them.

- **Change your voice mail and out-of-office email message when necessary.**

Let people know your schedule and when they can expect you to get back to them.

- **Be prepared to leave a voice mail.**

Write down the points you intend to cover, be brief and mention your number at the beginning and end of the message (even if you think the other person has it). No one likes to sit through a long, rambling message more than once just to get your number.

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- **When someone leaves you a voice mail message, note the time the call was placed.**
In the future, that is usually the best time to reach the caller.
- **Always proofread!**
Don't trust the spell-check function in your computer — it doesn't always catch grammatical errors or homonyms and homophones (their/there).
- **If it's not broken, don't fix it.**
If the software program you have now works perfectly, do not upgrade it just because a new version is released. It's a pointless expense and a waste of time to get acclimated to the new system.

You don't have to be well-traveled to travel well.

Whether you're making the trip to the office, or flying halfway around the world, make sure your traveling time is well spent.

- **Avoid the rush.**
Go into work early and leave early, or go late and leave late. You'll miss peak commuting hours and gain uninterrupted time. If you must drive during rush hours, learn alternate routes in case you need to get around a traffic jam.

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- **Take advantage of your commuting time.**
If you have a long commute on a bus or a train, don't just take a nap, or stare out the window — get a head start on your day, or plan for tomorrow. If you're taking to the air, remember that scheduling, editing and reading make ideal in-flight tasks.
- **Avoid booking the last flight of the day.**
If it is canceled for any reason, you're stranded overnight.

Every once in a while, pat yourself on the back.

While you should always recognize the hard work and achievements of others, your first obligation is to look out for yourself.

- **Celebrate your successes, but don't rest on them.**
At the end of the day, reflect on your achievements. Then, go into work the next day ready to do something else just as well.
- **Keep a diary of your accomplishments at work.**
When you ask for a raise or a promotion, you'll have the info you need to back it up.

To learn more about how Ajilon Professional Staffing can help you achieve more at work, please contact your local representative at 866.GO AJILON or visit ajilonusa.com.



Reflect on your achievements, but be ready to do your next task just as well.

Ajilon Professional Staffing

Ajilon Professional Staffing is a leader in recruiting and project consulting, with specialty divisions in finance, office and legal. In North America, more than 200 offices service a range of clients through an integrated suite of human capital solutions.

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