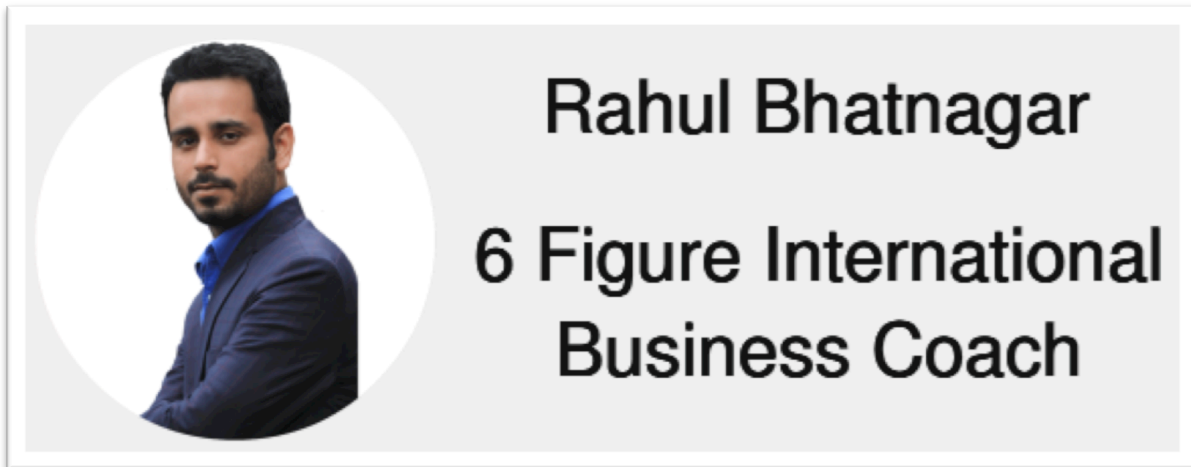


SHINE
At Your
Work Place



Rahul Bhatnagar

About the Author



- He has conducted 150+ Seminars and has TRANSFORMED the lives of 50,000 people till date
- He has been a Public Speaker since the past 12 Years
- The biggest youth event - 'USP The Survivor', which has been attended by more than 15,000 participants in the past 4 Editions is his brainchild
- His students are placed in world class companies like Infosys, Wipro, LG, Xerox, Transocean, HPCL, IOCL, Indigo Airlines, Godrej, Byjus
- Only Man on Earth who has given 50 Official Speeches on 50 Consecutive Days in different niches, in different cities & in front of different crowds
- He has worked with more than 150 Top Brands
- He has conducted sessions in various Fortune 500 Companies
- His company's case study is taught to management students
- Featured in the Times of India, Amar Ujala, Dainik Jagran, The Dehradun Street, Your Story, Himachal Times
- Soon to be featured in a Reality TV Show on MTV

Shine at Your Workplace

No one likes to be one amongst the crowd, be it in school or at your workplace.

But have you ever thought, what is it that keeps you from shining at your workplace?

Is it all attributed only to your work?

Not at all!

There is much more to it, and I would like to share it with you here in this E-Book.

Workplace includes not just your cabin/cabinet, it involves the environment you are working in, people around you, and the aura that you create of yourself amongst people.

1. Positive Attitude

Stay happy at your workplace; keep smiling at people (not at your boss when he is scolding you). Look towards the positive side of everything you come across at your workplace.

Although there are times when you might be facing a lot of difficulties, but there should be something positive that should always keep you driven and motivated towards your responsibilities.

Approach all the tasks with an open mind. Create an aura around you, and you shall notice the change yourself.

Rhonda Byrne quoted in her book 'The Secret', "Your feelings are your greatest tools to help you create your life." by which she motivated the readers to keep positive feelings towards all the negative things they are facing in their lives.

Turn the words from '**I can't**' to '**I can**' and see the change. Keep yourself in the problem-solving mode.

2. Discipline

Being organized and disciplined is a sign of the calm in one's mind.

Colleagues look down upon people who are unorganized.

Also, it leaves a bad impression on people working with/around you. Be on time and ensure that your desk and your files/laptop is sorted.

3. Take Initiatives

You cannot be expecting people to notice you unless you do not make people notice you. How can you be in the limelight of the office?

Now, you have to understand that everybody in the office does not take an initiative, but eventually someone has to.

Always raise your hand up for the tasks, you think you will be able to complete at its best.

At the same time, you have to make sure that you do not sign up for tasks, which you are not good at.

But yes, you can always work hard over such assignments and fetch a lot of attention at the office.

4. Write down your goals with a Time Frame

I think we all have done this in our school time/college time or during our exams.

When a set of tasks is given to you and you are supposed to complete them in a given amount of time, always set short targets on paper and write the amount of time, you think is needed to complete the task.

Meet your target every day.

5. Embrace your Relationships with your Colleagues

It is important for you to know that your colleagues are the people who'll help you, in need.

Build a good, yet professional relationship with them. It does not take a lot of effort, small gestures of kindness would do.

Try to help them as much as possible, guide them when they need you. That is exactly what a good leader shall do.

People shall look forward to help you when you need them, as well. Be reliable.

6. Live up to Your Values

Never forget your moral values.

Be empathetic towards others, this will help you build good interpersonal relationships with your colleagues.

There are a few people you may come across at work, who give up their values in order to succeed. Remember, their idea of success will not help them grow beyond a certain point.

7. Be Confident

Confidence is one of the most important aspects you should look forward to developing in yourself.

Unless you are confident about yourself, you will not be able to convince other people at your workplace to trust you.

Ultimately, believing in yourself will push you in going beyond your capabilities, and that in the end, will help you shine at your workplace.

8. Find a Mentor or a Coach

Everybody needs to be mentored.

Find a person at your workplace, who can mentor you and help you find a way through difficult tasks.

9. Accept New Challenges

Try and broaden your vision. Do not limit yourself to tasks in your comfort level. Accept new challenges, and work upon them.

In the end, what it comes down to is faith and gratitude.

Keep faith in yourself and in your work.

“Work persistently and shine bright like a diamond”