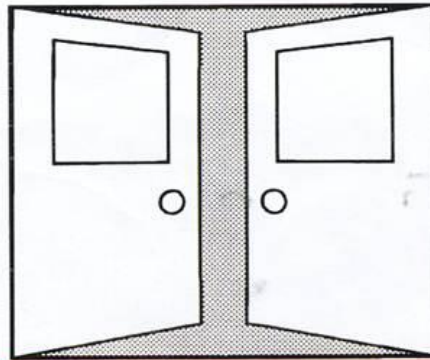


# 10 POINTERS FOR JOB SUCCESS

## IT'S REALLY PRETTY EASY

Losing a good job can be pretty easy...usually a lot easier than finding another one. You can lose a good job in a matter of minutes. It may take months to find a new one. Keeping your job though, should be pretty simple...and it will be if you will apply these basic pointers at the workplace.



**Look your best**

**Control your emotions**

**Take pride in what you do**

**Know when to ask question**

**Carry out your responsibilities**

**Work well with your supervisor**

**Cooperate with your co-workers**

**Become a part of the organization**

**Be dependable - give a full day's work**

**Show initiative - learn new skills, take on new tasks**

