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Ten Tips for Starting a New Job

By Alvah Parker

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1. Get to know people. First meet those people in your department and then those in departments you interface with. Listen more than you talk. Ask lots of questions and get clarification if necessary so you truly understand how the office/department/business works.
2. Don't try to change everything at once. Be open to learning "their" way before you suggest "your" way.
3. Get in synch with your bosses priorities. What are his/her expectations of you? Make sure you are living up to them.
4. Have lunch with different people in the organization. Learn the "unwritten rules" of your new workplace.
5. Learn about the culture. Seek out those people who have been there a long time and schedule time to talk with them.
6. Get to know the key players. Seek out people both inside and outside your area who have roles that are critical to your team's success. Ask for their support and offer yours to them.
7. Identify the critical challenges. Develop a plan that shows the way you will address your most critical challenges and the time frames that you expect completion. Share this with your boss.
8. Complete a project. Select at least one visible project to be completed within your first 60 days in the job.
9. Take care of yourself. Create a schedule for yourself that includes time off and good self-care. Changing jobs is stressful so include activities that you know reduce stress for you i.e. proper rest,

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exercise, good diet, family time etc.

10. Celebrate your success! Feel good about what you have accomplished. Confidence is an important part of your success in your job

Alvah Parker is a Business and Career Coach as well as publisher of Parker's Points, an email tip list and Road to Success, an ezine. Alvah is found on the web at www.asparker.com. She may also be reached at 781-598-0388. Copyright © 2004 all rights reserved. Permission is granted to reproduce in its entirety including copyright and contact information.

How To Balance A Job, A Life and A Home Business!

By Jacinda Harrison

For most of us Internet entrepreneurs the reality of starting our own home business on a full time basis is not a reality.

With financial and/or family commitments a priority it is hard work to get a home business off the ground and nurture it into a successful money making venture.

Working a job at the same time is a necessity for 99% of us just starting up.

Where do you find the available time? How do you reach a balance between your home, your family, your job AND your home business?

These are very elusive questions aren't they?

I have compiled a list of ten exclusive tips to help you and others just like myself.

These are tips and advice, which I have found to be beneficial in helping me to reach a balance and also to keep my sanity, when at times I have been ready to toss the home business aside as it just seemed too hard to do it ALL.....!

1) Write down a list of main goals you want to achieve with your home business. Eg: Financial freedom, More time with family. Print this out and pin it up where you will read it each day. This will keep you motivated and remind you why you stay up all those late nights!

2) Choose a home business that you will put your heart into. If you have the desire to succeed then you will succeed. If you enjoy your home business then making room for it in your life will not be a chore.

3) Set a quantity of hours to devote to your home business each week. Be realistic. You may only have 30 minutes or one hour a day available on a regular basis. If you manage to spend extra hours - well done, and you will feel proud for doing so.

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4) Write a weekly TO DO list. One for business and one for home. Be realistic. This will give you activities to work towards. Check them off as you complete them. You will feel a sense of achievement.

5) Establish a separate business work area in the home. If not possible make sure to set aside time when you have privacy. Your time will be spent much more efficiently with no interruptions.

6) Be patient. A successful home business will not blossom overnight. Be prepared to put in some hard work for the first months to get things up and running. You will see results.

7) Reward yourself. If you have been putting extra hours into your home business take the day off. Spend time with your family and relax. You deserve it.

8) Enjoy time out. Life can be hectic and overwhelming. Add to that starting a home business as well as keeping a full time job! It is essential to have time out for yourself.

9) Invest in conveniences. For example: For the home business a faster Internet connection or time saving software. For the home an answering machine or a regular cleaner / babysitter. What can be done to free up some of your time and resources.

10) Family comes first. Do what you need to do for your family each day before anything else. They are your life and once they are content then you will feel okay with spending time on your home business.

I am positive these 10 exclusive tips and advice will be of benefit to you. Please feel free to share them with others.

Success to all working, Internet entrepreneurial mothers!

Jacinda Harrison
CEO

Jacinda Harrison is a home business entrepreneur and CEO of

– a

website developed exclusively for work at home ideas and opportunities. Providing powerful tips and exclusive advice the website is an essential source of information for those who would like to make money online but don't know where to start. And while there, don't forget to subscribe to her FREE "Business Tips Ezine"!

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