

## 27.) THANK YOUR TEAMMATES.

No one likes to be taken for granted. Thanking someone specifically for what they have done in a meeting, or in private, is a great way to continue achieving great interpersonal relationships at work.

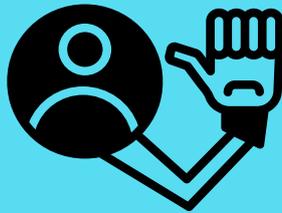


## 28.) MODEL THE CHANGE YOU WANT TO SEE.

You see a problem. Okay...so? You have a choice. Are you going to complain, or are you going to change it? You can be the change you want to see.

## 29.) STOP COMPLAINING.

You've probably been around such people. People who never seem to stop complaining. Don't be one of them. Complaining is toxic. Instead, ask yourself: What can I do about it? If you can't, then complaining won't change it too.



## 30.) TELL YOURSELF: AS FAR AS I'M CONCERNED, THE PROBLEM IS ME.

The problem is not external. It's internal. I can't change you. You can't change anyone too. You can only change yourself. If there is a problem, ask: how am I contributing to the problem? What can I do?

## 31.) DRESS WELL EVERYDAY (EVEN ON DRESS-DOWN DAYS)

There's no second first-impression. No boss likes someone who looks sloppy, untidy, and unkempt. Dress well everyday. You never know when you might meet your next boss.



## 32.) CREATE A LIST OF CONTACTS YOU HAVE.

You have some important connections you can probably connect your company to. The question is: do you know them? And do you know how to connect them? Connecting contacts facilitates partnerships. But before you do that, you need to know who you know. Go through your phonebook, identifying contacts that could have a partnership with your company.

## 33.) OFFER TO CONNECT YOUR COMPANY TO THESE CONTACTS.

There's nothing a boss loves more than more business. Connecting your contacts with your boss shows that you have more than skills. You have scoops of connections too. That can't hurt, in making you unsackable.

