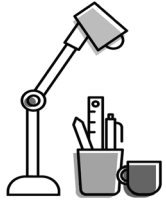


10 Ways to Work Smart in Your First Job



1. Invest the Time to Learn Your Company Inside and Out

2. Make Time for Yourself

3. Get to Know Every Administrative Support Professional in Your Department

4. Focus on Satisfying Your Manager's Objectives But Be True to the Unique Value You Bring to Your Role

5. Demonstrate Your Respect and Commitment to the Company

6. Put Yourself in the Position to be Physically, Financially, and Emotionally Healthy

7. You Can Never Know Too Many of the Right People

8. Professionally Develop Yourself

9. Showcase the Unique Value of Your Office Workspace or Remote Work Setting

10. Pay It Forward



Learn more about these ways to work smart, plus more, in Ed Bray's book...

Hello, Career: *What You Need to Know to Be Successful in Your First Job — Work Smart in an Office or Remotely,* available on www.amazon.com and at www.edbraywrites.com.