



It's time for positive

CHANGE

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You have a new job...NOW what?

February, 2017



All your hard work has paid off. You've applied, prepped, interviewed, and you've finally landed a new job. Maybe you've snagged a new position at the same company, or maybe you're at a brand new place. Whatever the case, you're excited about the possibilities that lay in front of you...

...but also more than a little nervous!

What if you don't live up to the new standards of the job? Or don't have all the necessary skills? What if you don't fit in with your new peer group? Or find yourself overwhelmed with work? Or debilitated by [impostor syndrome](#)?

Even if you're lucky enough to be employed by a company that believes in formal training or shadowing for new employees, you'll still probably have to navigate through gray areas or find yourself facing self-doubt.

What to do? How can you make a smooth, productive transition into your new job? Try these 5 steps:

1. Understand expectations

Have a conversation with your supervisor about your responsibilities and the expectations of the job. Ask questions and take notes. The earlier you have this conversation, the better!

2. Find a mentor

Mentors are absolutely indispensable. Seek guidance from someone within the company who understands how to excel in your position. Although mentorship sounds like a lot of work, it doesn't have to be. It could be as simple as a regular lunch meeting or an occasional phone call.

3. Ask questions

If any task, project, or daily responsibility needs clarification, ask! It's better to be inquisitive than to do something the wrong way.

4. Be gentle with yourself

You won't learn it all right away. Allow yourself time to get to know the system and don't be too hard on yourself if you happen to make a mistake.

5. Be observant

[Business Insider](#) recommends taking “both physical and mental notes on what goes on around you. “Take both physical and mental notes on what goes on around you. While you’re immersing yourself in the culture of the company, also familiarize yourself with some of the other norms.”

6. Partake in “best practice” goal setting

Set goals with measurable milestones that will *stretch* but not *over-extend* your abilities. I’ve written a few blog posts about how to effectively set goals. Check out this one regarding [goal follow-through](#) and this one about [reaching resolutions](#).

7. Build bridges

Get to know the people around you—your co-workers, subordinates, bosses, and support staff. Seek to learn about their personal interests and backgrounds, as well as their professional skill set. Start dialogues, offer help when appropriate, and keep things friendly and positive. Your connections may be invaluable in the future.

Transitioning to a new position can seem daunting at times, but hang in there! Your positive attitude, perseverance, and planning will help you reach new heights!

Margaret

Coming Up...

[Insights Deeper Discovery Workshops!](#)

Are you interested in learning more about legacy? Or self-exploration, team dynamics, leadership, and more? Details on the [Intentional Discovery website](#). If you're interested, please [Register Today!](#)

Upcoming Workshops:

[April 6th](#)

[June 22nd](#)

[October 19th](#)



From the UXL Blog...



It all matters.

It's easy to think that our words and actions do not matter. That they get swallowed up by the world and don't have any effect. Even though you may feel like a small fish at times, your words and actions **DO** matter.

[READ ON!](#)



Making the Job Hunt Personal Again

It's tough to stand out from the crowd with impersonal, uniformed job applications. How can you cut through the noise?

[READ ON!](#)



Increase your sales by focusing on this ONE thing

If you're in sales, you know that it's difficult to pull in a new client or buyer. Whether you're in retail or insurance, there is one simple way to increase your sales effectiveness...

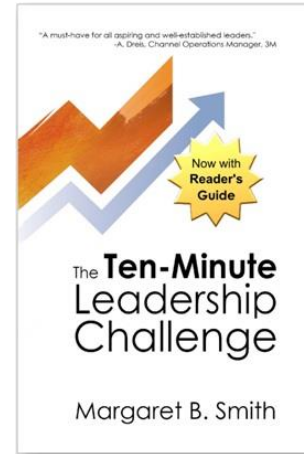
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UXL's mission is to create leaders, promote positive change, and enable businesses and individuals to transform their dreams into reality. **Margaret Smith** is a career coach, speaker, author, licensed [Insights Discovery practitioner](#), and adjunct professor at St. Kate's University with 27 yrs experience as a Senior Leader for 3M. [Learn more about Margaret and UXL.](#)

The Ten-Minute Leadership Challenge is an instructive and interactive book meant to guide and motivate you to **achieve your full leadership potential**. Let this book be your constant companion as you learn **useful tips and gain valuable insights** to help you develop into a savvy business professional and a confident leader. Start your journey to success today. **Do you have ten minutes?**

[Click for more information on the Ten-Minute Leadership Challenge](#)



Margaret is the co-founder of the TAG team <http://www.tag-mn.com/>, a group of accomplished coaches that guide individuals and organizations to reach their peak. She runs TAG with acclaimed coach [Karen Kodzik](#).



Margaret is a licensed Insights Deeper Discovery practitioner. She guides individuals undergoing a transition through her program, [Intentional Discovery](#), co-founded with [Dr. Jean Davidson](#) (Davidson Consulting and Coaching).

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