



## Top 10 Tips on How to Be a Top Performing Employee

1. Be friendly – smile! 😊
2. Be Professional. Be on time, leave on time, be mindful of scented products that may trigger allergies, eye contact, body language, maintain professional demeanor in stressful situations.
3. Show Up on Time. Being on time shows respect and value for the team, the company, and the clientele.
4. Be Coachable. Listen to Feedback. Feedback can be tough to take. But top employees have figured out how to take it seriously without taking it personally—and more importantly, how to put it into action.
5. Commit to Learning. Learning about the company, the industry, learn about the company culture, company policies and procedures, learn about the team, make an effort to learn names and use them. No one starts out an expert, but anyone can become one. If you don't know or something is unclear, ask!
6. Accept Accountability. Anyone can pass blame, but the best employees take action to help the team achieve their best.
7. Stay positive in mindset and in communication. Life is always stressful. Always. Top performing professionals, however, find ways to manage that stress and move forward with positivity and commitment to their goals.
8. Listen more than you talk, give people your full attention.
9. Look for ways to help colleagues.... The more helpful you are, the more friends and allies you will develop in your organization– and the better your work relationships, the faster you'll move up the ladder. The most successful people pitch in when needed, and they are recognized for their efforts.
10. Follow through with your word and commitments. Dependability is a valuable character trait.