



### **Ten Tips to Love the Job You Have**

Every job has its own unique stresses and strains and there's probably no such thing as 'the perfect job'. However, given the amount of time we spend at work, it makes sense to enjoy your job as much as possible, to gain satisfaction and reward for your efforts and to be inspired to use your talents and skills to the best of your ability.

Achieving a healthy work/life balance is an important aspect that may help you to enjoy your job, along with a positive attitude. There may be things about your job that you truly love but if there will always be things that you don't like but have to do nevertheless - it helps to get through these tasks with a smile on your face.

Here are some tips to help you love the job you have:

#### **1. Be motivated**

Appreciate the good things you get from your job and the material, psychological and social benefits you derive from working and contributing to your company, your family and the economy. Think positively every day and be motivated to perform well consistently!

#### **2. Strive for a healthy work / life balance**

Work is just one aspect of your life that required your commitment and your energy. Strive to do your best in each situation you deal with at work but also consider the bigger picture. Doing voluntary work, investing time and effort into close relationships and having a hobby may give you a broader outlook on life and help you to appreciate all the things that you do have and the role that your job plays in helping you to have all this.

### **3. Set career goals**

Setting realistic goals may help you to manage your expectations, enjoy where you're at and appreciate the effort involved in order to get closer to where you want to be and to the job you want to love doing. Remember to set SMART goals – targets that are specific, measurable, attainable, realistic and timely.

### **4. Manage your time well**

Be organised, disciplined and plan your working life as best you can. Lists, calendars and IT tools can help you to do this and to prioritise tasks for short, medium and long-term projects. Managing your time more effectively may help you to feel more productive and effective at your job.

### **5. Focus, focus, focus...**

Multi-tasking is a requirement of most jobs and is a useful skill to develop but sometimes it's important to focus only on the task at hand in order to make progress and get things done. If necessary, be ruthless and don't be distracted by demands on your time and attention. If necessary, book time in your diary to work on projects and find a quiet and secluded spot to work in if other people make a habit of interrupting you.

### **6. Manage expectations and deadlines**

Be very clear about your job description, your exact role and your precise responsibilities and expend your time and energy at work delivering what's needed and expected of you. If at any time you aren't sure of something, check and get clarity from your manager, your team or your colleagues. If you realise that you are unable to meet an expectation or a deadline, let everyone affected know this.

### **7. Communicate**

Clear, confident and direct communication is an important skill to develop as this will contribute positively to your job performance.

## **8. Delegate**

Some people live by the “3D” rule – “Do it, dump it or delegate it.” Where appropriate, delegate tasks to others as this could free up your time to focus on other more pressing priorities. Delegating to subordinates may also help them to grow their skills and benefit from greater responsibility and accountability. See the bigger picture and don’t be scared to trust others with tasks they can manage.

## **9. Take a break!**

Taking regular breaks during working hours is good for you mentally as well as physically as it gets you moving and provides an opportunity for a mental break. Stand up, walk, stretch, fetch a glass of water, socialise or go for a short walk around the office or around the block. The law entitles all workers to have tea and lunch breaks so you can use this time to refresh your body and mind in order to be more productive when you return to work.

Eat a healthy lunch and also get organised at work in terms of having healthy snacks close at hand. Avoid too much coffee and rather opt for water or herbal tea to keep you going strong. In order to perform well, it’s also important to manage your stress levels and avoid burnout.

## **10. Make your workplace a better place to be**

Given the amount of time you spend at work, it’s worthwhile to invest some of your own time, effort and money to create a more pleasant environment. Fresh plants, flowers, sharing food, arranging social events and being a friendly, positive and supportive colleague can make a significant difference to the people around you and to your overall working experience. Avoid gossiping and complaining about the company and rather focus on having some fun, being productive and enjoying your time at work.

*Source: Kaelo*