

—NEW JOB— *jump start*

30 days with over 100 ways
to get a great start in your new job



Crossroads Career®
NETWORK

BRIAN RAY, FOUNDER

Crossroads Career® New Job Jump Start Guide

©2013 Crossroads Career® Services, Inc. All Rights Reserved

New Job Jump Start:

**30 days with over 100 ways
to get a great start in your new job**

New Job Jump Start:

30 days with over 100 ways to get a great start in your new job

© 2013 by Crossroads Career Services, Inc. All rights reserved.

Ebook Conversion: [Fowler Digital Services](#)

Formatted by: Ray Fowler

CONTENTS

How Important Is A Jump-Start?

The Week Before You Start

Dress for Success

Take Care of Little Offenses that Offend the Senses

Plan To Be On Time Every Time

Rest and Pray on Sunday

Make a Great First Impression

Day 1 Are You A-A-A-Anxious?

Day 2 Can-Do Attitude

Day 3 Q&A Is Very OK

Day 4 Loose Lips Sink Ships

Day 5 TGIF with Your New Boss

Day 6 Quotes and Notes

Day 7 Review and Preview

Ask No Stupid Questions

Day 8 Who's Who?

Day 9 What's What?

Day 10 When's When?

Day 11 Where's Where?

Day 12 Learning and Earning

Day 13 Why O' Why?

Day 14 Review and Preview

Win With Your Boss

Day 15 Your Most Important Customer

Day 16 Don't Cross Your Boss

Day 17 Help Your Supervisor Be a Super Visor

Day 18 Understand Your Boss's Working Style

Day 19 Good Responses to Bosses Behaving Badly

Day 20 Great Responses to Great Bosses

Day 21 Review and Preview

Work With Others Successfully

Day 22 ROI - Return on Influence

Day 23 The Golden Rule

Day 24 Friendly With Everyone

Day 25 Team Work

Day 26 Avoid Gossip and Rumor Mills

Day 27 Don't Campaign or Vote in Office Politics

Day 28 Review and Preview

Now What?

Day 29 Share and Compare

Day 30 The Next 365 Days

Acknowledgements

Footnotes



HOW IMPORTANT IS A JUMP-START?

Abe and Bill showed up the same day for their first day on the job, but there were big differences:

Abe was early to work. His hair was combed, his dress was sharp, and his shoes were shined. Abe had a smile on his face and a pen in hand.

Bill ran a few minutes late. A sprig of hair waved at passers-by. His clothes were almost clean. Bill frowned because he had to ask someone for a pen.

Thirty days later, Bill was looking for a job...again. A bad start can mean a quick finish. Abe was looking at a possible promotion.

The difference was a great start in the new job. Give yourself every possible advantage. Your first steps on the new job can lead to achievement, relationships, success, satisfaction, and fulfillment.



*Information received
is
communication conceived.*

You can read this book in one of two ways:

As a system

- Read “The Week Before You Start.”
- Work a page a day starting Day 1 on Monday and finishing Day 7 on Sunday.

- After four weeks, you should complete 28 Days.
- Use Days 29 and 30 to plan.

Like a buffet

- Pick only the topics you want
- Select from the Contents or just page through the book.

Application of communication brings transformation

There are over 100 tips in this booklet, and it only takes one tip to make you a star. Not only will your performance on the job get a quicker start, but also you will have better relationships with your boss and everyone else. Try the tips, and see what a difference a day makes.

THE WEEK BEFORE YOU START

Dress for Success

Do your homework. Know what people are wearing at your new job—what's in and what's out. In fact, here's a pop quiz:

Question 1: What are most of the successful people wearing?

Question 2: What are they not wearing?

Question 3: Are they wearing certain colors, brands, or styles?

Question 4: Are they wearing certain shoes and accessories?



Written or not, there is a dress code.

Important tips: Wear what's right for you and for the job—in color, brand, and style. It's best to dress conservatively. The less skin that shows, the more your success grows. Wear less, little, or no jewelry. For most jobs, wearing a watch does not interfere with your work—and does let people know that you care about time—being at the right place at the right time.

More importantly is how you wear what you wear:

- Pressed, clean clothes.
- Clean and shined shoes.
- Clothes that fit properly; better to spend money on altering than buying new clothes.

Most important: Your face is always wearing a genuine smile.



TAKE CARE OF LITTLE OFFENSES

that offend the senses.

Everyone's nose knows, when you're not a rose

You can dress for success and still miss the mark. Here are some up close and very personal grooming Do's and Don'ts.

DO

Brush and floss
Shower and shave
Mouthwash and mints
Trimmed hair everywhere
Deodorant and antiperspirant

DON'T

Wear perfume or cologne
Drink alcoholic beverages
Smoke or chew tobacco
Chew gum



***START YOUR NEW JOB
WITH A CLEAN SLATE***

Take special care of your hair, not just the crop on top, but also be neatly trimmed around your moustache, beard, eyebrows, ears, nose, and neck.

Some people will notice your hands. Be sure they are clean, including your fingernails – cleaned and trimmed. If you use fingernail polish, you can't go

wrong by going conservative.

Now is also a great time to work on those little bad habits, too, like drumming your fingers, biting your nails, cracking your knuckles, or shaking your leg.

YOUR GOAL IS

*To eliminate distractions
so your new employer can see
who you really are
& the great job you can really do.*

PLAN TO BE ON TIME EVERY TIME

*Show up at least 15 minutes early
And stay 15 minutes late*

A little planning and schedule adjustment will help you big time. Just do some basic calculations using the spaces below:

Examples:

Time you are supposed to be at work	_____ 8:00 AM
Arrive 15 minutes early	_____ 7:45 AM
Walk from car, train, or bus – 10 minutes	_____ 7:35 AM
Drive or ride to work – 40 minutes	_____ 6:55 AM
Time to get ready for work – 45 minutes	_____ 6:10 AM
Alarm goes off – lie in bed – 10 minutes	_____ 6:00 AM



During the first week, you want to leave even earlier, just to be sure you have calculated correctly and to give yourself a margin for traffic slow downs.

If your new schedule requires you to get up an hour earlier than you usually do, then you should go to bed at least an hour earlier. You want to get a good night's sleep and be fresh and ready to roll!

Be sure to check for commuting conditions. Is it supposed to rain or snow tomorrow? Is the school year starting next week, or ending this week? Is

there a special event planned for the next day? All this planning and work make it worth saying...

“Good morning” as other people arrive...

VERSUS

... *“Sorry”* as you arrive late.

REST AND PRAY ON SUNDAY

“Six days you shall labor and do all your work, but the seventh day is a sabbath of the LORD your God.” ^{1.1}

“And by the seventh day God completed His work which He had done; and He rested on the seventh day from all His work which He had done. Then God blessed the seventh day and sanctified it, because in it He rested from all His work which God had created and made.” ^{1.2}



*Faith Music Church
Bible Play Friends
Rest Sleep*

Here are some ideas on how to spend Sunday:

- Exercise your personal faith. Find a quiet place (and turn off your phone). Take time to pray.
- Go to church. Meet some new or old friends. Grab lunch afterwards. Then maybe a nap on the sofa.
- Read your Bible. Enjoy inspirational literature. Watch a positive, encouraging film. Listen to uplifting music.
- Take a hike. Play with the kids. Call your parents. Visit some friends and hang out at the mall or museum.
- Play some sports or games. Go to the gym or bowl some frames. Physical exercise is a great way to rest.
- Get ready for the next day. Lay out your clothes. Find the directions. Pack your briefcase, purse, or bag. Be sure to set out your keys and

wallet with enough money to pay for tolls, parking, lunch, or whatever.

- Remember, early to bed and early to rise. They say it will make you healthy, wealthy, and wise.
- Before you go to sleep, set your alarm.
- Finally, turn off the TV. Take a last dose of Bible reading and prayer. Maybe listen to inspirational music. Whatever you think about before going to sleep, that's what your brain will think about while you are asleep. Good night and sleep tight...

ARE YOU A-A-A-ANXIOUS?

DAY 1

Transforming nervousness into positive energy

What to expect? Will they like you? Will you like them? Can you really do the work? Or will it be boring? Was taking this job a...uh...

big mistake?

First, remember that everything will be fine. The first week or two is likely to be overwhelming, and that's ok.

Secondly, remember that one of your biggest advantages is that they hired you. They are as anxious as you are for you to succeed. Everybody wants this to work.



MAKE A GREAT FIRST IMPRESSION

Thirdly, using this book is an advantage. It is filled with good, practical ideas and exercises designed for you to get a great start and to succeed.

For your first anti-a-a-a-anxiety exercise, start now practicing your daily climb up the pyramid of peace:

- ▲ Stretch ▲
- ▲ Close your eyes ▲
- ▲ Take a deep breath ▲
- ▲ Visualize future success ▲
- ▲ Remember your past victories ▲
- ▲ If you feel the need, pray for peace ▲
- ▲ Consume positive, affirming messages ▲
- ▲ If you have a problem, seek good counsel ▲

▲ Before bed, drain your brain of negative thoughts ▲

▲ When you wake, fill your mind with very positive words ▲

Finally, exercise your personal power, love, and sound judgment. Be thinking of how you can help those around you. Soon, you will be converting jitters into giant steps forward.

DAY 2

CAN-DO ATTITUDE

...can make or break a great start.

In the book *Over the Top*, best-selling author and motivational speaker Zig Ziglar wrote two very important sentences:

“...numerous studies have validated the fact that 85 percent of the reason people get jobs and get ahead in those jobs is because of attitude. Fortunately, that is something you can control.” ^{2.1}

Tip One: Remember that the real battle is between your ears.

Dominate your brain cells with positive thinking. Keep saying what the Little Engine kept saying, “I think I can. I think I can. I think I can.” And he did.

I think I can.
I think I can.
I think I can.
I think I can.
I think I can.
I think I can.
I did.

Tip Two: Whenever a negative thought shows up, arrest it.

March it over the edge of your mind. And throw it out. Before it has a chance to sneak in again, replace it with a positive thought. If you are thinking positive thoughts, you cannot think a negative thought at the same time.

Tip Three: Walk tall, shoulders back, eyes alert, smile on your face.

Say hello, please, and thank you.

Tip Four: Positive actions overcome negative feelings.

You may be asked to do something that either you don't want to do, or you don't think you can do. Think about what you need to do. Then, no matter

how you feel, do it anyway.

Tip Five: Say **positive things to other people**, especially if they seem negative. And if they keep saying negative things, don't hang around them any more than necessary.



Q&A IS VERY OK

Don't be afraid to ask questions.



DAY 3

Everyone is expecting you to be in a learning mode and asking lots of questions. Don't disappoint them. You have a very special advantage. During your first 30 days...

There are no stupid questions.

The one question you do not ask now may be the one un-answered question that will leave you looking stupid later.

Tip One: Carry a notebook with you everywhere and all the time. Draw a line from top to bottom down the middle of each page, dividing every sheet of paper into two sections:



Tip Two: Not only ask your boss questions, but also ask your boss, “Who are the one or two people you think I can learn from?” They may become future mentors for you. Be sure you ask them questions. When you get contradictory answers, ask your boss for clarification. What kind of questions should you ask?

“**Why?**” questions will tell you about purpose and values. Start with questions like:

“Why did you create and/or fill this position?”

“Why did you hire me versus others?”

“**What?**” questions tell you about objectives and expectations. Ask your boss and others:

“What are your expectations of me in the job I have been hired to do?”

“How?” questions tell you about getting things done, processes, and systems. They are your best clue to the company’s culture. You can ask things like:

“How do I file my expenses?”

“How do I set up a meeting?”

“How do I make arrangements for a trip?”

DAY 4

LOOSE LIPS SINK SHIPS

Keep your comments to yourself



It may float your boat to give your opinion on this, that or the other thing. But the better part of discretion is to keep quiet.

Wait at least 30 days before making comments about anything. Since you are new to your job, it's reasonable to be asking questions versus giving commentaries.

What do you do when someone asks you, "What do you think?" about some person, place or thing. Here are some tips on how to respond:

Consider who is doing the asking.

If it is a customer or a co-worker, you might want to say "*I don't know.*" If it is your boss, you might ask what he/she thinks first.

Consider who is doing the listening.

If customers or co-workers, you might say "*I'm not sure.*" If your boss is asking, and there are other people listening, you might wait until later to answer in private.

Consider being as positive as possible.

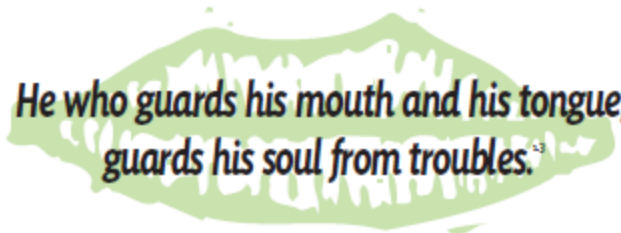
If you have to answer then and there, you could say, "*I am new here but it seems that so-and-so (or such-and-such) is good, great, helpful, etc.*"

Consider asking a question.

If you have to say something more, try turning a potential comment into a question. Rather than saying, "I think such and such should be changed," ask a question like, "*Do you think such and such should be changed?*"

Consider what's appropriate.

If someone asks you for facts and figures, share what you know as is appropriate. Just stay away from editorial opinion.



*He who guards his mouth and his tongue,
guards his soul from troubles.*⁵³

TGIF WITH YOUR NEW BOSS

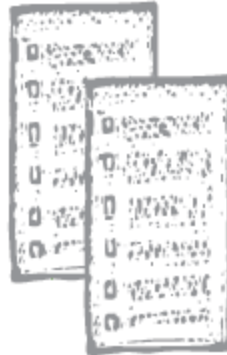
DAY 5

See how it's going before you go home for the weekend

If at all possible, talk with your boss about your first week before the end of the day. Ask to see your boss in person — maybe in a 15-30 minute scheduled appointment. If your boss is out of town, seek a few minutes on the phone to review the week. Before the meeting, get prepared by making two lists.

List 1: Things that are positive ☞ What you experienced, accomplished, and learned.

List 2: Questions and concerns ☞ About the job, the company, people with whom you work, customers, and your boss.



.....
☞ **And now for the meeting.**

Here are some tips:

- Start the meeting with a “Thank you” for the meeting and a “Thank you” for the job.
- Ask your boss for a critique. What did he/she like, not like, want differently, want the same, areas of concern, suggestions for improvement. Ask for specific and measurable goals that your boss wants you to attain.

- If there is negative feedback, don't be defensive. Seek to understand problem and solution. Take notes.
- Now it's your turn. Share the positives, and then questions and concerns. Don't rush the conversation here. Yes, you can read from your lists. Listen to your boss and ask questions to better understand.
- Ask if there are other observations by your boss.
- Repeat a couple of positives and thank your boss for the meeting and the job. Wish him/her a great weekend.

Thank God It's Friday (and thank Him for your new job.)

DAY 6

QUOTES AND NOTES

This first week may be like drinking from a fire hose.



Your brain may be full. And your Q&A notebook, too.

Is all this information really necessary? Probably not. The trick is figuring out what is true and what is false. What is worth keeping, and what should be forgotten.

True or False



Before bed tonight, read through all your Q&A quotes and notes. Make a list of important information, observations and questions about:

THE COMPANY:

YOUR BOSS:

YOUR JOB:

CO-WORKERS:

CUSTOMERS AND/OR VENDORS:

WHAT IS THE MOST DISAPPOINTING ASPECT OF YOUR FIRST WEEK?

HOW COULD YOUR TIME HAVE BEEN USED MORE EFFECTIVELY?

WHAT ELSE?

REVIEW AND PREVIEW

How's it going, so far?

Sunday – a day of rest and time to pray. Take your quotes and notes from yesterday – and capture every thought captive in prayer before God as you review and preview.

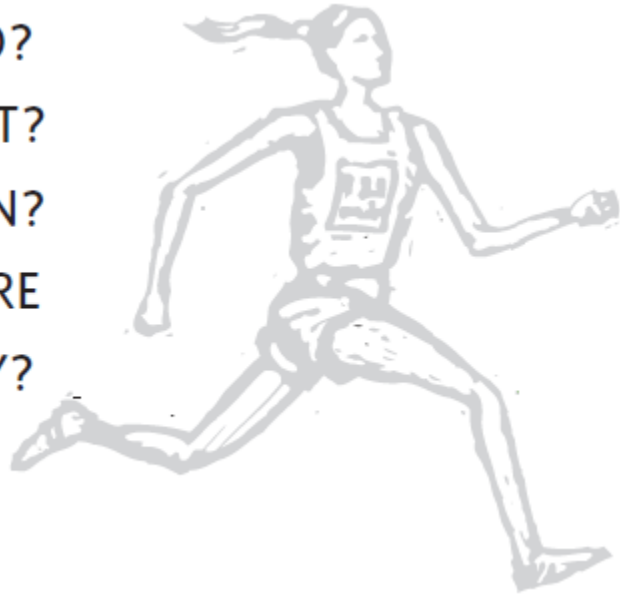
REST
U
AND
D
PRAY
Y

Make a list of the most positive things about your new job:

Now list those things about which you have questions and concerns:

Now, let's preview the coming week by focusing on five questions that you need to answer to give you good footing coming out of the blocks:

WHO?
WHAT?
WHEN?
WHERE
WHY?



DAY 8

WHO'S WHO?

It's not what you know, but who you know

If you know the who, then they can tell you the what. Make your own list of Who's Who so you will be in the know.



ASK
NO
STUPID
QUESTIONS

YOUR BOSS

Full name

Prefers to be called

Position

Responsibilities

Work experience

Education

Hobbies

Family members

Where there is no guidance, the people fall, but in abundance of counselors there is victory.^{1.4}

	NAME	POSITION
TEAMMATES		
RECEPTIONIST		
HR REP		
IT REP		
SUPPLIERS		
CUSTOMERS		
OTHER		

WHAT'S WHAT?

The two most important “whats” in starting a new job

1. **WHAT** are your employer's goals?

To better understand your employer's goals, know its:

PRODUCTS/SERVICES

MARKETS/CUSTOMERS

GEOGRAPHY SERVED

TOTAL SALES/BUDGETS

NUMBER OF EMPLOYEES

VISION

MISSION

STRATEGY

If your employer has no written vision, mission, or strategic statements, you can ask questions of your boss about how he/she sees the future

(vision), what the organization is focused on accomplishing (mission), and the plans in place (strategy).



2. **WHAT** results are expected in your job that will help your employer reach its goals? Ask your boss to define the results he/she wants as specifically as possible – things that can be observed and measured. You can also share your plans to reach your goals with your boss, too.

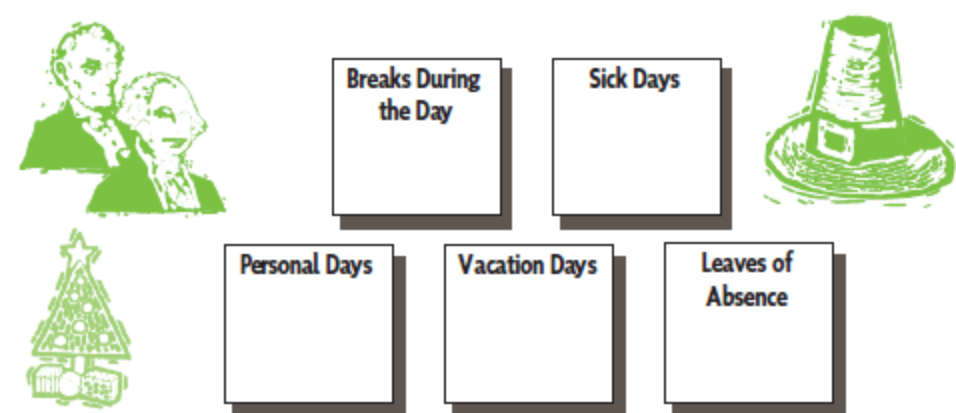
Two are better than one because they have a good return for their labor.^{1.5}

DAY 10

WHEN'S WHEN?

Timing is everything

Know the rules and regulations of times and days when you are on and off. Refer to the employee manual, ask your boss or human resources so you know when's when and write it down.



There is an appointed time for everything. And there is a time for every event under heaven ^{1.6} even at work.

List holidays here for the rest of the year.

Holiday

Dates

Extra days on _____

Extra days off _____

Days off are days that might be good for self-development, research, reading, or reflection about your career.

WHERE'S WHERE?

Find the best-rated places

Check out your new job surroundings now and avoid detours later. Ask about and rate the places that are best for you.

Best commuting route between home and work:

Safest spot to park your car:

Best eating places in and around your work (top 3):

Best and closest medical care:

Best places to take breaks:

Best fitness center:

Best childcare:

Best publications and associations to learn more about your job and the industry:

Best web sites for research and job development skills:

Where else?:

**Walk your new territory
and make it yours.
You will know you
have arrived
at a good place
when people start asking
you where the
best-rated places are!**



Know what you need to know

EDUCATE YOUR GIFTS AND YOUR PASSIONS



By now you are beginning to know what more you need to learn. Find out where you can find out how to do your job better and faster. You can start by asking your boss and others:

- What knowledge, skills and abilities are critical to your job that you want or need to improve?
- Are there abilities and interests in which you could get more training?
- What training and development do you need to have?
- Technical? Like computer or budgeting skills, etc.
- People? Like supervisory or communication skills, etc.
- Does my employer offer programs?
- Do they recommend and/or sponsor programs on the outside?
- Does the organization have a tuition reimbursement program or education allowance?

The more you know, the more valuable you become.
The more valuable you are, the more promotions and
pay increases will come your way.

Start right away!

Demonstrate that you are a continuous learner. Ask
your boss today about learning opportunities. Know
what you need to know – and go get it.

Time to “Check up from the neck up”³

Right about now – after two weeks of work – you might be wondering why o’ why you took this job.

There may be only two degrees of separation between your dreams and reality – or, there might be 180 degrees.



WRITE THE ANSWERS TO THESE SIX QUESTIONS:

1. *Why* did you take this job?

2. *What* were you expecting?

3. *What* are you experiencing?

4. *What* are the differences?

5. As you are looking over your answers, are there 180 degrees or only two degrees of separation?

Circle one: 2° 180°

6. *What* can you do to close the gap?

Two ways to know what to do –

Wisdom & Revelation

Wheh – Sunday again – another day of rest and renewal. Let's review yesterday's answers to comparing your expectations of the new job and your experiences in the job.

What are your thoughts today about your work – good, bad or ugly? No matter how good it might be, what can you do to make it even better?

Now – take your answers to yesterday's and today's questions in prayer to God. Ask God for His **WISDOM** and **REVELATION** about what to do to make a good, bad or ugly situation better. What ideas – words, phrases and sentences – come to your mind? Write them down right here before you forget.

Consider these thoughts and ideas in light of what the Bible has to say, and, what your close friends and trusted counselors say. Are there things you should do differently this coming week?

Preview: *Research has shown that 60% of job dissatisfaction and mis-employment is because of problems with the boss.⁴ Previewing the coming week, we'll focus on how you can build the best possible working relationship with your boss.*



YOUR MOST IMPORTANT CUSTOMER IS YOUR BOSS

You sold someone on hiring you, and the odds are that it was your boss. Now comes the service after the sale.



WIN
WITH
YOUR
BOSS

CONSIDER THE FOLLOWING TIPS:

FIRST: Imagine that you are self-employed. Pretend that your boss is your most important customer. Your job is to keep this most important customer satisfied.

NEXT: Ask, listen, watch, and wait for the right times to bring your boss just the right things. You want a happy customer.

NEXT: Look for recurring requests and patterns. Make notes on how you might anticipate your boss's requests and needs.

NEXT: Really work hard to serve your boss well, not just so it looks good, but with the best interest of your boss and the organization in mind.

FINALLY, ask yourself these important questions:

What is my boss responsible for?

What are my boss's strengths as I see them?

What does my boss need that he/she does not have?

What are specific things I can do to help my boss?

Your boss may not always be right. But you will do right to always seek ways to treat your boss as your most important customer.



Bosses have lon-g-g-g memories

Webster's dictionary defines boss as "a person who exercises control or authority; specifically, one who directs or supervises workers."

"...in all things obey those who are your masters on earth." 1.7

Here are four tips that will help you accomplish assignments from your boss:

- Take notes on what your boss asks you to do.
- Ask when assignments are to be started and completed.
- Ask how and when your boss wants progress reports.
- Leave plenty of room for questions.



There are always ***"ifs."*** Here is what to do about them.

IF you are not sure of something, ***ask***.

IF you have a helpful suggestion, ***share it***.

IF a project involves money, ***ask for budget limit***.

IF you cannot complete the assignment on time, ***say so***.

IF priorities are unclear, ***ask which are most important***.

AND THEN THERE IS THE BIG IF!

IF you do not agree or are uneasy with the assignment, ask questions to find out more about what, how, where, when and why. In fact, write the

questions you have right here:

*Finally, always tell your boss the truth – even if it is hard or awkward.
The truth works better than anything else.*

HELP YOUR SUPERVISOR BE ... A SUPER VISOR

Success is contagious

Regardless of where you are on the corporate ladder, work as hard and smart as you can to help your boss succeed.

In most cases, when you help your boss succeed, then you will succeed. If your boss fails, then usually everyone fails.

So, be on the lookout for problems and opportunities. Keep your ear to the ground for trouble coming. Be alert for chances to contribute beyond the call of duty.



LIST PROBLEMS AND THE SITUATIONS IN WHICH YOU FIND YOURSELVES:

LIST THE OPPORTUNITIES – the chances to make positive and meaningful contributions to your boss, the department, and the whole organization:

Share these lists with your supervisor this week.

Flex-Ability

Everyone has his or her own style of working. Mostly it is a function of their personality. Sometimes it might be habits – whether they are good or bad. As you are starting this relationship with your new boss, study and adapt to his or her work style. Here are just three examples:

- If your boss is a morning person, approach early.
If your boss comes alive at the crack of noon, try after noon.
- If super fast-paced, then be super quick!
If way slow, then be way patient.
- If outgoing, then talk a lot. If introverted, then be a person of few words. Meet your boss where he or she is – not where you want them to be.

To help you learn and earn from your boss's style, ask yourself the following questions:

- ? Is your boss more people or task-oriented?
- ? More outgoing or introverted?
- ? More dominant or serving?
- ? More perfection-oriented or close enough?
- ? More one-thing-at-a-time or juggling many-things-at-once?



Learn your boss's style. Treat your boss as he/she wants to be treated, not as you might want to be treated. You will earn your boss's respect and support.

*He who sows bountifully
shall also reap bountifully.*^{1.8}

GOOD RESPONSES TO... ... BOSSES BEHAVING BADLY

Do as you are asked with a good attitude...

...and with all respect, not only to those who are good and gentle, but also to those who are unreasonable. You may be ready to bolt or disobey or blow off the boss...

But hang in there!

Give your boss the benefit of the doubt. You are only a couple of weeks into the job. You may not know what kind of pressure your boss is under, either at work or at home.



“Whatever you do, do your work heartily, as for the Lord, rather than for men.” 1.9

For your own good – now and in the future – take a deep breath, put on a bigger smile, and double your efforts.

Make a confidential list of your boss’s bad behavior, and then a list of your good antidote responses. For example, your boss has a bad temper – so you avoid contact during blow-ups.

Bad Behavior	Good Responses

Do your work heartily;
look out for your boss's interests, and help your boss succeed
without compromising your integrity or honesty.

The joy of a great job because of a great boss

Let the positive energy of a good thing flow into and through everything you do. Then you can go the extra mile, maybe two, three, or four.

– You will feel like you can leap tall buildings in a single bound.

Tips to staying on the right track:

- Focus on doing a great job – not the great boss.
- Be careful not to take advantage of a great situation.
- Appreciate, but do not promote, your boss with others
- Avoid taking up battles on behalf of your boss



*Share your appreciation
& encouragement with your boss.*

Make a list of those qualities you appreciate about your boss:

1.

2.

3.

4.

5.

6.

7.

What can you learn from your boss's qualities?

How does he/she do what they do so well?

**As opportunity provides and as is appropriate,
ask your boss to mentor you in these areas.**

REVIEW AND PREVIEW

What's the score?

Rate your boss on a scale between 1-10 with 10 being highest.

My boss rates:



Here are two questions to help you think about your new boss and how you might best support him or her.

- ? Why did you give your boss this rating?
- ? Why did you withhold points in rating your boss?

Hopefully you are not facing an ugly situation, but if your boss is a zero instead of a hero because of unethical or abusive behavior, what do you do – fight or flight?

Approach it with positive, optimistic, and firm assurance.

Do NOT fight. You will put the boss and employer in a defensive posture. And they are bigger than you are.

Do NOT stay and do nothing and continue in an unethical or abusive situation.

You CAN take flight. Submit your resignation, if at all possible with a two-week notice.

You CAN stay and make an appeal for a change in your assignment or boss.



Focus on doing the right thing.

You may want to consider confronting your boss's behavior.

Get your facts together (what happened when, where, how, and with whom), and make an appeal to your boss for understanding and change.

Take the facts to a human resources representative, your boss's boss, and/or some other influencing person to make an appeal for a new assignment or a new boss.

There is the risk of being fired, getting bad references, or worse. This is a good time to draw closer to your family and friends for emotional support.

Spend more time than money on people –

invest heart

Consider all the different kinds of people you might have to work with – outgoing and introverted, dominant and serving, steady and impulsive, detailed-oriented, and loose as a goose.



*WORK WITH OTHERS
SUCCESSFULLY*

Then think of all the different people in a variety of roles and responsibilities.

- ▲ Sales ▲
- ▲ Operations ▲
- ▲ Information technology ▲
- ▲ Administration and finance ▲
- ▲ Receptionist and president ▲
- ▲ Everyone everywhere ▲
- ▲ Top to bottom ▲
- ▲ Side to side ▲

THEN FOCUS ON THIS: You cannot do your job successfully without other people. Somehow, some way, you have to make it work.

HERE IS A BIG TIP: It's all about caring. Not the ooey-gooney kind. Not because the other people are loving, lovable, or lovely, but because you put your heart into it. You not only look after your own interests, but also the interests of others.

It's the real, unconditional, do-what's-in-the-best-interest-of-others kind of caring. Even if you have to take short-term personal losses, it's worth it for long-term team gains. Put enough of those gains together, and everyone wins.

SO MAKE THIS COMMITMENT RIGHT NOW:

***“I will always look after the best interests
for the greater good of everyone.”***

Signed _____

Date ____/____/____

THE GOLDEN RULE

DAY23

Do unto others as you would have them do unto you

There's a reason they call this "The Golden Rule."



Because helping other people the way you would like to be helped is the best and most blessed way to achieve great success. That's why you hear things like:

"What goes around comes around."

or

"If you help enough people get what they want, you will eventually get what you want." ^{2.2}

Accept every reasonable opportunity to help others at work with their work. Thoughtfully consider giving from the treasury of your experience and skills.

Go back to Day 8 and list below the names of the people with whom you work and how you might be able to help them:

People You Work With	Help You Can Give Them

Remember:

*And just as you want people to treat you,
treat them in the same way.*^{1.10}

DAY 24

FRIENDLY WITH EVERYONE...

...Friends with only some.

Everyone deserves respect and acknowledgement. Start each day by taking every opportunity to greet everyone with a smile and hello. Greet them by name, if possible. If you have not been introduced, ask them their name.

Look for ways to be courteous. Hold open a door, push the elevator button, or help carry packages. Make every effort to make friendly gestures. It makes the culture more conducive to working together for results.

When it comes to being **friendly**, do not discriminate.

When it comes to being **friends**, choose wisely.

Be on the lookout for people who have positive reputations for trustworthiness, ethics, honesty, and good performance. This is your best opportunity to build teams of people you can trust and who work well together and accomplish the organization's goals.



Friends

START YOUR LIST OF CANDIDATES NOW:

- Listen to what they say, and then watch their behavior.

- Ask people you trust about people they trust.
- Be open and get to know them.
- Take your time.

The sum of the parts is greater than the whole. All of us together are smarter than any one of us alone. It's synergy.

List some of the people with whom you work the closest. Then list their outstanding abilities, interests, personality traits, and values that are different from yours:

[illegible]

*Depending on
how you perceive
people's differences and work
with them, you can become
building blocks instead of
stumbling blocks.*



DAY26

AVOID GOSSIP AND RUMOR MILLS

Beware of snakes and wolves, too.

Not all of the people you meet may be good for you. They may have behavior patterns that will hurt and harm you and others.



**SOME OF THEM ARE EASY TO SPOT.
SOME ARE NOT QUITE SO
TRANSPARENT.**

CONSIDER THESE TIPS WHEN CONSIDERING FRIENDSHIPS:

Gossips

If you hear someone talking about someone else, take note. If they will talk about others to you, they will talk about you to others.

Beware: Gossips gobble up people.

Rumor Mills

If you repeat what a gossip says to you, then you have just started working in a rumor mill. The greater the output of a rumor mill, the greater the destruction.



Snakes

If you hear someone say something that is untrue, then be on alert. Lying snakes are sometimes very good at shading the truth. Beware of people who speak with forked tongues.

Wolves

Ah yes, and the wolves. They are so nice, friendly, and sometimes attractive. A soda break becomes lunch and then a breakfast and finally, a dinner invitation – “business of course.” But what they really have in mind is you – as the main course.

DON'T CAMPAIGN...
... OR VOTE IN OFFICE POLITICS

*It's tough to win when you
are the new kid on the block*



Your first 30 days are reserved for learning:
the goals,
the polls,
the roles,
the moles,
and the tolls.

*Learn, learn, learn
all you can, all the time*



As tempting as it may be, especially if you are invited, make no speeches, sign no petitions, and debate no positions.



Ask questions, make notes, seek to know and understand the dynamics, the flow, and the go of your new place and space.

By now, however, you are starting to have a feel for how things are done, as well as some of the key issues in current affairs. In fact, write some of the key issues and your position on them here:



**NOW THAT YOU WROTE IT HERE,
KEEP IT HERE FOR THE NEXT 30 DAYS.**

DAY 28

REVIEW AND PREVIEW

This is it!

You're almost at the end of your first 30 days. You did your best. Let's look at both sides of the equation:

YOURSELF	THEM
How did you do?	How did they do?
_____	_____
_____	_____
Did you "wow" them?	Are they great?
_____	_____
_____	_____
Rate yourself on a 10-point scale.	Also rate them on a 10-point scale.
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
Why did you give yourself points?	Why did you give them points?
_____	_____
_____	_____
Why did you withhold some points from yourself?	Why did you withhold some points from them?
_____	_____
_____	_____

Think about what you have learned, and get ready to review your first 30 days with your boss.

SHARE AND COMPARE

Is everyone on the same page?

Book time with your boss – at least 20 minutes – maybe as much as an hour – at the beginning of a day or during lunch.

Ask your boss if the two of you can review the first 30 days – what went well and what could go even better. Perhaps your boss could start first? Then you can share and compare your experiences and observations. Start with positive things. If there are topics of concern, put them in the middle. And then wrap up with more good things.

HERE'S AN OUTLINE OF A PRESENTATION YOU CAN USE:

- Ask your boss to review your performance.
- Ask questions to clarify your understanding.
- Share what you like about the job.
- About the organization and the people.
- About your questions and concerns.
- Your goals and aspirations for the future.
- Ask how your boss sees your future.

Seek understanding between you and your boss. Hopefully the two of you are on the same page. Then ask about your boss's recommendations and availability on training and development that will help improve your performance now and prepare you for future responsibilities.

If your boss is not happy with your performance, seek to understand the problems and what it will take to solve them.



If you are unhappy with the job, share with your boss (and later on, the human resources representative). Seek ways to make the situation better.

Perhaps the problem is the job, possibly the boss, or the organization.

*Ask a lot of questions and take a lot of notes
so you can review them tomorrow.*

NOW WHAT?



Begin now to plan for the coming year.

Plan ahead

***OK
JUST ONE MORE DAY
AND YOU ARE ON YOUR WAY!***

Now that you have reviewed your first four weeks on your own and with your boss, it's time to take stock in your future.

- What are the specific, observable, and measurable goals that you need to meet over the next 30 days?
- What can you do to improve your performance?
- How can your boss help? Hinder? Is there training or a mentor available?
- Who will be the members of “my team” – people whom you trust? Who complement your skills and personality and who share compatible interests and values?

If things are not going as you had hoped, seek every positive opportunity to set things right by working with your boss and the human resources representative. If you have to resign and look for a new job, seek a positive transition from your employer. Perhaps you need to improve your performance. Maybe it's the job or the boss, or maybe another job with someone else in the organization would be even better.

Now think in quarterly increments. What are your goals and plans for every three months?

- 1 By the end of your first three months?
- 2 By the end of your first six months?
- 3 By the end of your first nine months?
- 4 By the end of your first year?

*You have gotten a great start.
You took charge of you, your first 30 days on a new job, your goals
for the first year, your career, and your life.*

Congratulations!

ACKNOWLEDGEMENTS

Thanks to everyone who helped with this project. First and foremost –my wife, Kristy, for her love, support and encouragement as well as editing and proofing. My friend, Mark Klein, who suggested the idea for a booklet to help people get a great start in a new job. My editorial board for their ideas, critiques and encouragement: Vince Eugenio, Alan Feagin, Virginia Means, Alan Ross and Dee Ann Turner. My project partners, Merriana Branan of Art & Design as well as Kelly Small for his technical counsel and “web-
itizing.”

New Job Jump Start

30 Days with Over 100 Ways To Get a Great Start in Your New Job by
Brian Ray, Founder, Crossroads Career Network

Copyright © 2003 by Crossroads Career Network. All rights reserved.
Written permission must be secured from the publisher to use or reproduce any part of this booklet, except for brief quotations in critical reviews or articles.

FOOTNOTES

1. Scripture taken from the NEW AMERICAN STANDARD BIBLE, © Copyright The Lockman Foundation 1960, 1962, 1963, 1968, 1971, 1972, 1973, 1977, 1988. Used by Permission.

1.1 Exodus 20:9-10

1.2 Genesis 2:2

1.3 Proverbs 21:23

1.4 Proverbs 11:14

1.5 Ecclesiastes 4:9

1.6 Ecclesiastes 3:1

1.7 Colossians 3:22

1.8 2 Corinthians 9:6

1.9 Colossians 3:23

1.10 Luke 6:31

2. Zig Ziglar, *Over the Top*, Thomas Nelson Publishers, Nashville, 1994

2.1 Page 127

2.2 Page 18

3. Zig Ziglar, *See You at the Top*, Pelican Publishing, Gretna, 1982, Front Cover

4. Emory Mulling, *The Mulling Factor*, DC Press, Sanford, 2002, Page 57

Hungry for more? Visit our website for additional studies.

www.crossroadscareer.org

“Real Success at Work” Bible Study

“7 steps to jobs, careers and God's calling” Work Book