



# WORPLACE GUIDE

---

10 strategies for staying on top of  
your game in the workplace

**By Gill Fielding**  
*Financial expert and educator*



# 10 STRATEGIES FOR STAYING ON TOP OF YOUR GAME

## IN THE WORKPLACE

- 1 THINK!** When you first discover that your organisation is going through the thought processes on downsizing, evaluate clearly and objectively whether this is your opportunity to start anew. Could downsizing be a good thing for you – would redundancy money enable you to launch out? So review your options early!
- 2 SMARTEN UP!** Start dressing well; be on time; tidy your desk; polish your shoes; and generally act as if you are on a mission to the stars.
- 3 SHOW YOUR VERSATILITY.** People who can cover more than one position are more useful to an organisation that is reducing in size. Now is the time to rediscover those lost typing skills, and that old book keeping course.
- 4 BECOME AN IDEAS PERSON.** If the company is having challenges, can you think of any ideas that could help them? Now is the time to reveal your creativity.
- 5 ACT UP.** Start behaving as if you were doing (or could do) your bosses job – or your bosses, bosses job. Reveal your upward potential.
- 6 BECOME A COMPLETER.** Finish off all those outstanding projects



- 7 **GO THE EXTRA MILE** - with a happy smile, energy and enthusiasm. The trick here is to take action but **WITHOUT WINGEING!**
- 8 **MAKE YOURSELF INDISPENSABLE** to the company. Make sure you emphasise the tasks that only you can do – or only you can do really well.
- 9 **PUT YOURSELF IN THEIR SHOES.** Consider what your boss needs from you now and do it. Consider also the needs of the business owners. They are all going through their own challenges and fears – what can you do to help and reassure them.
- 10 **DON'T PANIC AND ACT COOL.** Don't reveal your options or your concerns. If you behave with fear and insecurity you look like a person not worth keeping.

With wealth, health and happiness,

*Gene Felding*

