

18 habits that require zero talent and will boost your career



1. Show up on time - every time.
2. When you say you'll keep something confidential, do.
3. Shake hands firmly and make eye contact while doing so.
4. Work hard without complaint.
5. Don't make excuses or cast blame - take ownership.
6. Say you're sorry when you mess up.
7. Ask for and act on feedback - and say thanks for it.
8. Keep your word on big things AND little things.
9. When you need help, ask for help.
10. Ask people about themselves and their work- and really listen.
11. Come prepared, even if you don't think you'll need to be.
12. Maintain a positive attitude - even when things get hard.
13. Offer to help someone who is struggling.
14. Show up with energy and enthusiasm.
15. Spread gratitude widely.
16. Look for the lessons and how to grow from them.
17. Keep an open mind and be willing to adapt.
18. Be kind, no matter who you're interacting with.

