

# 14 Habits That Make You a More Valuable Employee

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Making yourself more valuable to your employer leads to a more successful career. More opportunities open up when you have an impressive resume and a reputation for being a team player.

**You're likely to enjoy more job satisfaction too.** A productive workday is bound to feel more gratifying than watching the clock until it's time to go home.

While individual bosses and companies will have their own priorities, there are some qualities that are appreciated in just about any workplace. Take a look at this checklist of habits that make you a valuable asset on the job.

## Increasing Your Competence

Your performance plays a big role in how much value you contribute at work. Dedicate yourself to making a consistent effort and delivering high quality work.

**These strategies will help you to increase your competence:**

1. **Set goals.** Clarifying your career goals will guide your actions and help you to get the outcomes you want. For example, you may want to close more sales or develop your leadership skills. **Aim high while being realistic.**
2. **Continue learning.** Add to your knowledge and skills. Read books and subscribe to industry publications. Talk with thought leaders in your field. Earn certifications online and sign up for training seminars at work.

3. **Master technology.** Take advantage of apps and devices that will help you to manage your time and accomplish more. Brushing up on computer skills enables you to stay relevant and collaborate with other professionals.
4. **Be proactive.** Do you wait around for your next assignment? Take initiative by volunteering for projects with high visibility. Look for ways to streamline work processes and cut costs.
5. **Welcome feedback.** Gathering feedback from your boss and coworkers can have a powerful impact on your performance and professional development. Apply what you learn and thank others for their input.
6. **Seek balance. Star employees know how to prevent burnout.** Take breaks and use your vacation days. Pay attention to your personal and spiritual life as well as your career objectives.

## **Working Well with Others**

Soft skills matter too. They're the kind of traits that can make you someone who others enjoy working with.

**Try these techniques to strengthen your soft skills:**

1. **Follow through.** Let others know that they can depend on you. Complete your work on time and provide updates when you know that your activities affect your coworker's ability to do their jobs.
2. **Focus on solutions.** Stay calm under pressure. **Propose strategies for overcoming setbacks rather than casting blame.** Learn from experience and move on.

3. **Share credit.** Acknowledge your coworkers' contributions too. Praise them for their ideas and innovations. Take pleasure in their success.
4. **Resolve conflicts.** Some disagreements are inevitable when you work closely with others for 40 hours each week. Deal with differences promptly. Treat each other with respect and search for common ground.
5. **Help others. You become a more valuable employee when you create conditions that make it easier for others to excel.** Pitch in when a colleague is swamped. Teach them how to do tasks in areas where you've developed your expertise.
6. **Show empathy.** You can also help others just by showing an interest in them. Make time for small talk. Validate their feelings.
7. **Advocate for yourself.** Honoring your own needs is fundamental to your wellbeing and your capacity to give. Ask for what you want. Stand up for your principles.
8. **Think positive.** Maintain a cheerful disposition. Find the humor in difficult situations. Wear a smile and speak kindly. Choose positive words that increase motivation and help fight stress.

**Position yourself to stand out in any field.** Being recognized as a valuable employee will help you to manage your career and achieve your own definition of success.