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I'm not a professional, I'm just a person who's trying to figure out how to be useful in the workplace. I've been in the workforce for a long time, and I've seen a lot of people who are just going through the motions. They're not really engaged, they're not really contributing, and they're not really happy. I want to help you avoid that. I want to help you become a person who is useful, who is engaged, who is contributing, and who is happy.

The first step is to understand your role. What are you responsible for? What are your goals? What are your priorities? It's important to have a clear understanding of what you're supposed to be doing. Once you know that, you can start to think about how to do it well.

One of the most important things is to be proactive. Don't wait for someone to tell you what to do. Take initiative. Look for ways to improve things. Find problems and solve them. Be a problem solver, not just a problem reporter.

Another important thing is to be a team player. Work with others. Help them out. Share your knowledge. Don't hoard information. Be open to feedback. Listen to what others have to say.

It's also important to be organized. Keep your desk clean. Keep your files in order. Use a calendar. Set reminders. Don't let things pile up. Stay on top of your work.

Communication is key. Talk to your colleagues. Ask questions. Clarify instructions. Don't be afraid to speak up. If you have an idea, share it. If you have a problem, let someone know.

Finally, it's important to be positive. Don't complain. Don't gossip. Stay focused on your work. Be optimistic. Believe in yourself. You can do it.

I hope these tips help you become a more useful and engaged employee. Remember, it's not about being perfect, it's about being a good person who does a good job.

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new language leader takes an intelligent approach to building the confidence and skills students need to succeed in academic study and use english in a globalised world

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true to life is a five level course designed specifically for adult learners

True to Life Pre-intermediate Personal Study Workbook

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presents a four level course each comprising about 80 hours of class work with time for self study work the teacher s book contains the pages from the classroom book with teaching notes including optional activities for different abilities this title also has a video to accompany the beginner pre intermediate and intermediate levels

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