

Never let anyone know how hard you work

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Have you ever heard someone boast about how hard they work only to find out later their results didn't match up to their supposed effort? Or how about that one person who always performs in an outstanding manner yet makes it look easy, never appearing rushed or stressed?

Most people want to succeed and appreciate others recognizing or admiring their efforts. Some people deserve the accolades and some don't. Some walk the talk; some talk but do little walking; and some walk and don't really talk about it. In which category are you?

If you want to be someone who produces results, makes it look easy, and earns the recognition you deserve, here are some tips:

1) *Actually produce results.* People notice results that can be observed--not results in someone's head. Albeit some may be jealous or bitter because you might make them look like a slacker but most will be impressed (or at least acknowledge that you're effective).

2) *Avoid asking for an extension to deadlines.* Always strive to get things done on time and better than expected.

3) *Never admit you are in over your head.* Instead, simply ask for guidance, advice, information, an opinion, but never for help. Contrary to the popular belief that asking for help is the noble thing to do, don't do it--you'll come across as incompetent, incapable of figuring things out, lazy, or maybe even unmotivated.

4) *Never moan or complain about how much work you have to do.* This sends signals that you don't manage your time very well, are trying to get out of doing something else, or are simply a whiner who can't handle responsibility.

5) *Be assertive so you don't get overloaded.* When taking the initiative, you're putting your own work on your plate instead of waiting around for someone else to fill it up. If you can look around corners and inform your boss what you see and what you can do about it, you'll be taking ownership of your own work schedule.

6) *Never be seen breaking into a sweat (unless it comes with the territory*

of manual labor or strenuous activity). This gives the indication you may not be very confident in your abilities.

7) *Always discreetly look for ways to ease your workload or to speed things up.* This helps you personally manage situations and time, allowing you to appear efficient and in control.

When it comes down to it, you should appear suave, easy, relaxed, and very calm, cool, and collected. You should never run, never panic, never even seem to be in a hurry. Will this require you to be up late at times? Sure. Will you sometimes have to work on weekends or days off in order to ensure your work week is off to a great start? Yes. But you will never let on, never moan about how hard you work or the hours you put in. To the outside observer you are coasting effortlessly, taking it all in stride, and not worried about derailing.

So give it a shot. Instead of boasting or being frantic, slow down and let your results do your talking. In time, people will be delighted with how hard you really do work!

~ The End ~