

Organization & Time Management

- **Plan on and commit to being well organized**
- **Manage time wisely**
- **Seek out help before others notice**



Admit Mistakes



- Own up to your errors quickly
- Offer a reasonable remedy
- Doing so buys you integrity

How to Diffuse a Mistake

3 Steps to Turning an Error into a Positive

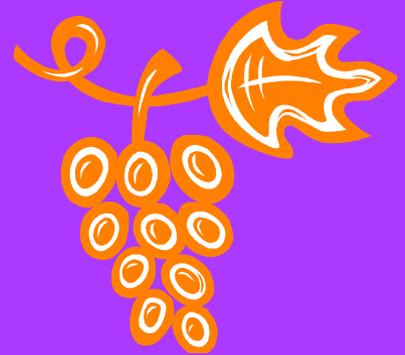
- **Admit** - “Yes, it was my mistake”
- **Apologize** - “I am sorry it happened”
- **Affirm** - “I will make it right”



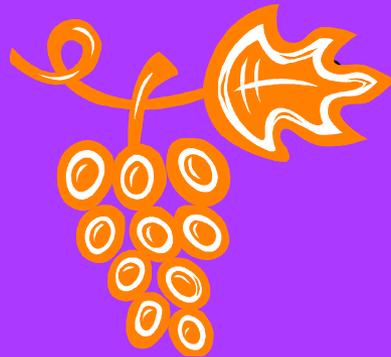
The “Grapevine”



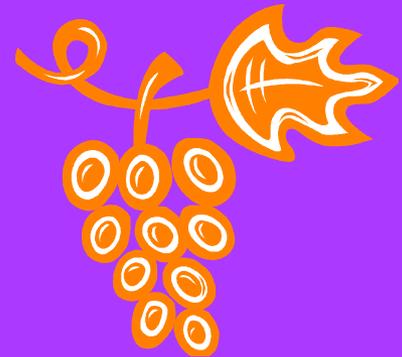
- The “unofficial office newsletter”



- Use it to your advantage



Do not contribute to it



Surviving a Difficult Boss

Suggested Strategies to Use

Change how you perceive the boss and find something about them to respect

Provide information to the boss to show you know what is expected of you

Find ways to make your boss look good and document it

Take the first step in trying to break the ice and find a way to point out the positive

Take the high road

**“You can only be 50%
of any relationship;**

**however, you need to accept 100%
of the responsibility for your 50%.”**



**- Robin Bond, Esq. and workplace
legal expert**

Questions ?



Thank You



**Congratulations on your
upcoming graduation
and**

Best wishes in your career endeavors!