

# Being the Best You Can Be

A person's goals, self-image, personality, attitude, hygiene, and concern for family are personal skills that make a major impression on an employer. You may already have most of these skills, but you may need to upgrade them. Each skill will be discussed to show how they can affect getting a job or losing out on one.

## Goals

Goals are what you want to have in the future. They may include saving money, buying a car to get to work, getting school clothes for your children, becoming a supervisor, or buying a home.

What do you really want out of work? The main reason to look for a job should be related to your personal needs or goals. Keep your goals in mind to help you find the right job.

## Steps in Setting Goals

- Decide on what you want to have in the future.
- List the possible ways to achieve your goals.
- Map out a plan. What steps do you need to take to reach your goals?
- Keep your goals in mind and work on them daily.
- Believe that you can reach your goals.
- Check your success often.
- If you need to change your goals or set new goals, do so.

For example: Mary works for a restaurant and her husband works for a local construction company. They both just got their jobs. The first thing they did was write down some of their goals.

- a. Save \$5 per week in an emergency fund.
- b. Pay off some overdue bills—furniture, telephone, and electric.

- c. Buy a car seat for Suzie.
- d. Save \$500 and move to a better apartment.
- e. Build a kitchen table.

Goals encourage you to work hard to get ahead. You realize it is important to work hard on the job so you can afford the things you really want for yourself and for your family.

## Goals

What do you want to accomplish in the:

Next 2 Weeks

- 1.
- 2.
- 3.
- 4.
- 5.

Next Month

- 1.
- 2.
- 3.
- 4.
- 5.

Within a Year

- 1.
- 2.
- 3.
- 4.
- 5.

## Self-Image

When you really want a job, stress your good traits and play down your faults. Present a confident image. Show that you can handle the job. The way you feel about yourself tells the manager that you are in charge of your life and that the company would benefit by hiring you.

Anyone looking for a job needs to have a positive image. If you get the job, work hard to do your best. Employers look for people with confidence who can either work by themselves or who work well with others.

## Personality

If you are sincere, happy, and have a positive outlook, you are seen by others as having a “good personality.” Some other traits of a good personality are avoiding gossip and being willing to learn new skills from other people.

Employers look at your personality. If you are eager to learn, you will be open-minded about new projects. People with a good personality help the business run smoothly.

For example, Nancy is a department store clerk. She always greets the customers with a friendly smile and offers her assistance. She never appears grouchy or disrespectful to a customer. This has helped Nancy get good evaluations from her boss. When she asked for more work hours, her request was granted because of the way she handled the customers.

## All About You

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Things I like about myself:

- 1.
- 2.
- 3.
- 4.
- 5.

Ways I need to improve:

- 1.
- 2.
- 3.
- 4.
- 5.

What qualities do I have that impress other people?

- 1.
- 2.
- 3.
- 4.
- 5.

What do other people say about me?

- 1.
- 2.
- 3.
- 4.
- 5.

## Attitude

Your attitude is important in obtaining an interview or job. Attitude is the way you feel about other people and yourself, and it affects the way you act. Having a good attitude about learning new skills is also important. Employers want people who are willing to learn new job skills.

If you are applying for a job as a cashier or waiter, you should be a happy and outgoing person. You need to like people. At your interview, the boss will see that you would be good with customers. Employees are the main people who talk to and serve the customer.

## Personal Hygiene

Good personal hygiene means having clean clothes, a clean body, clean hair, and a neat hairstyle. This shows the employer that you are concerned about the way you look at work. Your personal hygiene makes a lasting impression when you look for a job.

For example, before Jim looks for a job, he makes sure that his hair is cut and combed neatly. He has had a bath, used deodorant, brushed his teeth, and shaved. He has clean clothes and clean fingernails. He never looks for a job until he looks and feels clean.

When Sally looks for a job, she makes sure that her appearance is neat. She has had a bath, washed her hair, and used deodorant. She never uses heavy makeup or heavy perfume. She appears sharp and serious. She will look that way on the job.

### Personal Hygiene Checklist

Here is a checklist for you to complete before you go looking for a job or report for work:

- ✓ Shaved or neatly trimmed mustache and beard.
- ✓ Used deodorant
- ✓ Took a bath
- ✓ Have a neat hairstyle
- ✓ Brushed my teeth
- ✓ Combed my hair
- ✓ Cleaned my fingernails
- ✓ Have pressed and clean clothes

Don't look for a job until you can check each item that applies to you!

## Family Involvement

A job helps the entire family. Sharing your goals and listening to the goals of your family helps you to feel important and want to find a job. If you have to accept a job at night, make sure your family understands. Set aside time to spend with your family.

Everybody needs to give and take when the adults in a family work. Share your concerns about schedules with each other. For example, Bob found a job at a local industrial plant. He has to work from 11:00 p.m. to 7:00 am. Monday through Friday. He set aside Saturdays and Sundays to spend time with his family. The family wants him to spend Wednesday afternoon before work doing activities he likes to do. They know this is "his time" and do not plan other things that would involve him then.

### *Family Involvement*

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What are some of the things that I like to do with my family when I am not working?

- 1.
- 2.
- 3.

I spend about this many hours per week:

- \_\_\_\_\_ hours with my wife or husband
- \_\_\_\_\_ hours with each of my children
- \_\_\_\_\_ hours working on my project
- \_\_\_\_\_ hours of volunteer or church work
- \_\_\_\_\_ hours on other activities with people other than family

I plan to spend more time with my family by doing the following:

- 1.
- 2.
- 3.

## Summary

Your goals, self-image, personality, attitude, hygiene, and concern for family are personal skills that make a major impression on an employer. Following these suggestions will help you become the best you can be on and off the job. The positive feelings you have about yourself are reflected in your work. It will help the boss to see that you are an asset to the business.

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