

# ✓ **Start RIGHT ...Stay RIGHT**

**Every Employee's  
Straight-Talk Guide  
to JOB SUCCESS**

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[www.owenstewart.com](http://www.owenstewart.com)

# Congratulations!

## You have a job!

Not everyone today can make that claim, and that makes you one of the lucky ones. But while you're fortunate to be working, luck alone won't keep you employed – and it sure as heck won't bring you the future success you need. That's why you've received this handbook ... that's why you've been given this valuable gift.

Whether you're a seasoned coworker or someone just starting employment, no matter if this is your ideal job or merely one stop on a larger career journey, you “oughtta wanna” be successful. *You owe it to your organization* – the one that not only gives you money, but also entrusts you with its resources, its customers, and its future. *You owe it to your coworkers* – those whose welfare, performance, and success are inextricably linked to yours. Most importantly, *you owe it to yourself* – the one who ultimately benefits from, or is hampered by, the track record you add to each day.

There are two areas in which job success is determined:

1. Technical aspects and skills – the “how to’s” of compiling reports, programming computers, processing orders, fixing plumbing, serving customers, etc.
2. “The other stuff” – the conduct and attitude-related behaviors you exhibit in the performance of your duties.

Because the second area (“the other stuff”) is so critical yet often overlooked in training, I've chosen to make it the topic of this book.

Although there are no guarantees in business (or in life), building a reputation as a top-notch employee increases your odds for:

- Enjoying job protection and security.
- Receiving developmental assignments and training.
- Being considered for promotion (“upward mobility”).
- Landing a similar or better job elsewhere – if the need arises.

All of these offer the paychecks that allow you to do and acquire the things that are important to you and the people you care about.

Now if all this means nothing, you might as well not waste your time reading any further. Give the book to someone who *does* care and will make good use of it. The road sign found on *your* career path likely reads “NOWHERE.” Just find yourself a comfortable seat and watch those who *are* interested in success zoom past you. In today’s fluctuating economy, there’s an ever-increasing number of people who are ready and willing to take advantage of opportunities that others choose to squander.

If, however, you’re like most people who want to reap the benefits that come with job success – read on!

The information that follows is for YOU. Pay attention to it ... use it ... **SUCCEED WITH IT!**



As you read this book, you will come across our **New Training Tips!** Visit **[www.owenstewart.com](http://www.owenstewart.com)** where you can immediately access our free tips to help you achieve personal and professional success!

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