

# THE OFFICE NEWBIE SURVIVAL GUIDE: SURVIVING DAY ONE.

## WHAT YOU'LL NEED:



NOTEBOOK & PEN



LUNCH



WATER BOTTLE



MONEY



HAND SANITISER

### BEFORE WORK

Wake up with enough time to eat breakfast, wash and put on your work clothes.

Check the weather to ensure there are no clothing disasters.

Allow enough time to get to work, and aim to get there a little early.

#### ★ TOP TIP

Prepare your outfit the night before.

### AT WORK

Remember to smile, make notes, and ask lots of questions to gain an understanding of what your role will be.

Got a break? Ask your colleagues if they want to grab a coffee. It may help break the ice and give you a chance to trigger a conversation with someone you haven't met yet.

### TASKS AT WORK

Be prepared for any challenges thrown your way. It's not uncommon for an employer to give newbies an extensive work task, even on day one.

You may be invited to join a meeting. Be sure to stay alert, take notes, and contribute where prompted. Listen carefully to instructions and take your time.

#### ★ TOP TIP

Don't be afraid to ask questions.

### AFTER WORK

Take time to do something for yourself, whether that's making a nice dinner, going to the gym or simply watching your favourite TV show. It's important to unwind and have some you time.

Take time to prepare yourself for the next day.

#### TOP TIP

Be careful of the "reply all" email feature. Your coworkers won't want to see your conversations.

#### TOP TIP

Smile and bring a positive attitude to the workplace. It will make a huge difference.

#### TOP TIP

Silence your phone and limit usage throughout the day. Try to socialise with people on your break.