

First Job traps

When you will get your first real Job after graduation, you will probably be excited and over elated. But your challenge is just about to begin, because getting that first job is one thing, and thriving at it is quite another. Even if your first job isn't necessarily your dream job, don't dismiss it as a waste of time. Think instead about the new experiences you're gaining—running meetings, putting together presentations and dealing with clients. These early career jobs and roles will build your skills, and only later in the career development make sense as to their value.

To make your first job a stepping stone and not a dead end, try to avoid these first-job traps:

Engaging In Gossip: It's practically impossible to avoid office gossip, but you don't have to take part in it. Listen to the office gossip if you must. Just be sure you don't generate any of it. Being labelled an office gossip will destroy your abilities to earn the trust of your new colleagues. Gossiping by the water cooler when you should be working will hardly make a good impression on your boss.

Being a Know-It-All: Nobody likes a know-it-all. You've probably learned things in college that people who graduated just a few years ago didn't learn. No one ever appreciates the overeager new employee who thinks he or she can solve all the department's problems before even really understanding how things work. You'll have plenty of time to start making more meaningful contributions.

Getting Involved in Office Politics: When you're new to an office, it can be easy to trust your co-workers when they start complaining, talking about others, or throwing out office conspiracy theories. In practically every organization, there are certain people who don't get along with each other. When the office politicking or complaining starts, it's okay to smile, nod—and not get involved.

Not Asking for Help: No one will expect you to know everything. In fact, if you're unclear on something, ask questions now instead of guessing and making a mistake. It's perfectly okay to admit when you need help or clarification. Being curious is going to demonstrate engagement and show a commitment to learning and wanting to do the job well. Don't be afraid to reach out. You might find a great mentor or friend in the process.

Not Communicating Enough: You will need to keep your boss actively in the loop about what you're working on and the progress you're making. In these regular updates, be sure to communicate anything important that comes up—which should include bad news. The last thing you want is for your boss to be in a meeting and hear about something for the first time, leaving her/him unprepared. Most bosses don't like surprises.

Not Appreciating the Opportunity: Chances are really high that your first professional job is not going to be exactly what you had in mind. Many times it's dealing with irate customers, performing routine data entry, delivering bad news. But it's an opportunity, customer relationship skills are always highly desirable, and learning new things quickly is an advantage.

Being Impatient: If you tell your boss a list of things that ought to be changed at work two days into your new job, you probably won't be praised for your initiative. Instead, you'll be seen as naive and leave people wondering as to how you can propose significant changes when you've worked been with the organization for such a short time. Systems and cultures don't change quickly. Take the first few weeks to ask a lot of questions and be curious.

Isolation: When you're the new person, it can be difficult to get to know your new colleagues. If you hear a few people are going to lunch, politely ask if you can join them. Your new colleagues will see you're making a conscious effort to connect with them, and they'll respond positively. Look for opportunities to get to know your new workplace.

Avoiding Workplace Social Activities: Starting your first job is an exciting time. Building relationships with your colleagues at company social events is the right approach. Spending a little outside-of-work time with them helps you all bond and work together even more effectively.

Copping a negative attitude: Whether you're bored, disappointed in your choice or just see your first job as a temporary means to an end, it's important to come to work every day with a positive mind-set. Focus on what you can do to perform well and use this as an opportunity to learn more and attain new skills.

Making a Bad First Impression: People will form opinions of you early on. Be very mindful of how you act when you meet people for the first time. Your work wardrobe says who you are before you say a word, so have it speak positively. When in doubt, be conservative. Make a special effort to remember people's names and something about them. Don't take two-hour lunch breaks, even if you don't have much work to do yet.

Being late: Showing up late to work, late to meetings, late to conference calls or getting back to someone later than you stated is never good, especially when you're just starting out. Being late sends a message you don't care or you are not organized. Show up five minutes early, get settled, and show your colleagues you are engaged, eager and organized.

Not polishing-up your language: A sure way to show you're new to the working world is through unprofessional language. Take the time to think about how you are coming across in conversations at the office. Your great idea may lose credibility if it's presented with too many texting terms and slang.

It can be difficult in your first job but you can make sustainable changes with a whole new approach to achieve your Dreams. The key to success is in being able to escape the Job Trap.