

## MDS Alert

### Career: 5 Ways To Make Yourself Indispensable

**Follow these tips to prove yourself to the higher-ups and get ahead.**

The best way to cement job security is to become indispensable. Here are five ways to show that you are invaluable:

#### **1. Attendance**

Consistent, on-time attendance builds your credibility. Arriving late detracts from excellent performance.

#### **2. Attitude**

Positive, pleasant, helpful staff members achieve career rewards faster than those who are negative and apathetic. Evaluate your attitude by asking yourself these questions:

Are your co-workers genuinely happy to see you arrive?

Do you add energy to your office?

Are you more apt to complain or compliment?

#### **3. Flexibility**

Staff members who embrace change gain greater respect than those who don't because procedures, forms, computer programs and schedules are frequently altered. Indispensable staff members not only accept change, but enthusiastically help their managers to implement it.

#### **4. Communication**

How you communicate with patients, co-workers and superiors also determines your level of value. Do you remain calm during stressful situations? Do you strive to understand others' needs before trying to make your own understood?

#### **5. Teamwork**

Getting along with different personalities is a valuable trait. Do you willingly help others when needed? Can you solve conflicts without creating enemies? Do you ask for help when you're behind? If so, you're on your way to becoming indispensable.