

Transcript

Intro

0:00

[keyboard clicking]

0:01

[text message swooshes] [keyboard clicking]

0:03

[text message swooshes]

0:09

(Averie) - There's nothing

0:10

like the excitement of getting a new job

0:12

that you've been working really hard for.

0:14

But there comes a time between accepting the offer

0:17

and starting the job where you get the jitters,

0:19

and your nerves kick into overdrive.

0:21

Totally normal. Transitions are tough.

0:24

In your first week at a new job,

0:26

you're looking to show the team you're a hard worker

0:28

and solidify yourself as a competent

0:30

and trustworthy team member.

0:31

To help set you up for success and to help you build

0:34

a positive reputation right away,

0:36

we've put together a list of things you need to know

0:39

for your first week.

0:43

Let's start with one of the most important tips:

0:45

Practice self-care.

0:47

As we said, being a beginner again

0:49

can be overwhelming and can stir up feelings

0:51

of self-doubt.

0:53

Emphasizing self-care during this time

0:55

can help alleviate any anxiety that bubbles up.

0:58

So, what does self-care actually look like?

1:01

Make sure to stick to the regular routines

1:03

that help you feel good about yourself.

1:05

Maybe it's exercising in the morning,

1:07

making your favorite breakfast,

1:09

hanging out with friends in the evening.

1:11

Sticking to a schedule will help you feel your best

1:14

and allow you to fend off any feelings of self-doubt

1:16

that come to the surface.

Practice positive self-talk

1:18

Also, don't knock on the power of positive self-talk.

1:21

- You are in this position for a reason.

1:24

You have what it takes to be successful in this role.

1:26

- Exactly.

1:28

If a negative thought pops into your head,

1:30

try replacing it with its positive opposite.

1:33

So, instead of saying...

1:35

- You're never gonna learn all this information.

1:38

- Try saying this.

1:39

- You don't need to learn everything

1:41

in one week. You have plenty of time.

1:43

- Self-care in your first week

1:44

is also about seeking inspiration.

1:47

To really get in the self-motivation mindset,

1:50

I recommend reading a memoir

1:52

or biography of someone you admire.

1:54

Maybe it's written by a famous business leader

1:57

or a self-help author.

1:59

It can also be helpful to collect meaningful quotes

2:02

or words of wisdom and post them in places

2:04

that you'll frequently see throughout the day.

2:07

Getting sleep is important during this first week, too.

2:10

Mountains of research prove the connection

2:12

between sleep and creativity, confidence, leadership:

2:16

all qualities you want to demonstrate

2:18

in your first week of work.

2:20

A good day really does start the night before,

2:22

so make sure you prioritize rest that first week

2:25

and, honestly, every week.

Get to know your workplace

2:30

We've covered the value of self-care.

2:32

Now let's talk about getting to know your workplace.

2:35

If you're working in an office,

2:37

take some time to learn the layout.

2:39

Check out where the bathrooms are,

2:41

where meetings are held,

2:42

what's the coffee situation.

2:45

That kind of thing.

2:46

If remote, make sure your setup fits your new needs.

2:50

Take time to get your email

2:51

and messaging platforms up and running.

2:53

Check out any other software that you'll need to use

2:56

for your job, and make sure everything

2:58

is downloaded and working properly.

3:01

If you haven't used one of these new technologies

3:03

before, don't sweat it.

3:05

There are plenty of online tutorials

3:07

that can help you get things sorted.

3:09

Also, you can ask a new teammate to show you the ropes.

3:13

If you work in person,

3:14

offer to buy them a coffee as a thank you.

3:16

This is a great way to start building bonds

3:19

and establishing relationships.

3:21

Having a solid understanding of these policies

3:23

will help you integrate into your new organization

3:25

with confidence and clarity.

3:28

- Are you using the Indeed mobile app?

3:30

The app is free and makes it easy

3:33

to apply right from your phone.

3:34

Click the link below or just search Indeed

3:37

in the App Store.

Meet your colleagues

3:41

- Now let's get to the interpersonal stuff.

3:44

Your first week is your first opportunity

3:46

to begin building relationships with your new colleagues.

3:49

This is so important.

3:51

Multiple studies show

3:52

that positive interpersonal work relationships

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can boost happiness, increase motivation,

3:57

and unlock creativity.

3:59

But how do you get started if you don't know anybody?

4:02

First, ask your manager who they think you should meet.

4:06

This will begin to set your reputation

4:08

as a person who takes initiative.

4:10

And once you have your names, take a look

4:12

to see what they do in the company.

4:14

You can likely find this information

4:16

on an organization chart or within their profile

4:18

on your company's messaging system.

4:20

If you're out of luck,

4:22

you can always ask your manager directly.

4:25

And once you know who to meet,

4:27

send those people a brief note

4:28

to ask if they'd be willing to talk to you.

4:31

Asking is much more considerate

4:33

than scheduling the meeting without notice.

4:35

And if they say yes and you send an invite,

4:38

make sure you look at their calendar first

4:40

to see when they're available.

4:42

Keep the meeting duration at 30 minutes or less.

4:45

This is your moment to make a strong first impression.

4:49

You can do this by showing a genuine curiosity

4:52

for what the other person does

4:53

and asking thoughtful questions about their background,

4:56

their work, and how you might be working together.

4:59

- Thanks so much for meeting with me.

5:01

I was told we might be working together down the road.

5:04

Can you tell me more about your role?

5:05

- You can also ask what their preferred method

5:07

of communication is and what time zone they work in.

5:10

That way, you know the best way

5:12

and the best time to get in touch with them.

5:15

- While I have you, I'd love to get a sense

5:17

of how you prefer to communicate.

5:19

Are there certain situations where you prefer

5:22

emails to meetings

5:23

or direct messages instead of emails?

5:26

- Outside of those formal meetings,

5:28

you can also casually introduce yourself to people at work

Casual introductions

5:32

if you work on-site.

5:33

For the shy people among us,

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this can be nerve-racking, but remember, you're new,

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and you're most likely going to have to make the first move.

5:42

You can do this.

5:44

And by being outgoing and introducing yourself,

5:46

you'll build a reputation of authority and confidence.

5:50

This is so important during the first week.

5:52

Now, you don't want to interrupt someone

5:54

while they're doing focused work,

5:56

but if you see someone in the hallway,

5:58

the kitchen, or any type of communal location,

6:01

say hello and introduce yourself.

6:05

(Frankie) - Hey, I'm Frankie.

6:06

I just started on the sales team.

6:07

(Stella) - Nice to meet you; I'm Stella.

6:09

- Nice to meet you, Stella. What team are you on?

6:11

- Notice how Frankie repeated

6:12

her new colleague's name back to them?

6:14

This is a helpful strategy to make new names stick,

6:18

especially when you're meeting many new people at once.

6:24

If there's one colleague you want to make

6:25

an extra strong impression with this week,

6:28

it's your manager,

6:29

but this doesn't need to be stressful or intimidating.

6:32

Remember that positive self-talk concept

6:35

we mentioned before?

6:36

- You have what you need to be successful in this role.

6:39

Your manager hired you for a reason.

6:42

- Just keep these tips in mind, and you'll be good to go.

6:45

In your first week with your manager,

Establish your priorities

6:47

begin to establish what the immediate

6:49

and long-term priorities in your role will be.

6:51

Ask questions like...

6:53

- What does success look like to you?

6:55

What priorities do you see me focusing on at first?

6:58

How can I help?

7:00

- Thanks for asking.

7:02

- Make sure that you're thinking

7:03

about dates and timelines for these priorities.

7:06

Some will definitely be long term,

7:08

but others will get done pretty quickly.

7:11

Focus on some quick wins early in the game

7:13

to establish a reputation as someone who gets things done.

7:16

Not only will asking these questions

7:18

help you get started,

7:20

but it also shows your manager that you're strategic

7:22

and ready to go.

7:24

In your first week, you can also ask your boss

Ask your manager actionable questions

7:26

this question: "How can I help?"

7:29

Trust me, this question is music to your manager's ears.

7:33

Simple but powerful.

7:35

And you wouldn't believe how many people don't do it.

7:38

To get even more specific,

7:40

you can ask what their pain points are.

7:42

Once you know that answer,

7:43

spend some time thinking about how your skills

7:46

can help solve it.

7:47

But don't worry,

7:48

you don't need to put your plan into action that week.

7:52

Simply showing you care and are thinking

7:53

about how to help will demonstrate to your boss

7:56

that you're not afraid of hard work.

7:59

Obviously, your relationship with your boss

8:01

doesn't end after week one.

8:03

To continue on the path

8:04

towards a great working relationship,

8:07

I recommend scheduling regular check-ins.

8:09

Some people schedule these weekly, others biweekly.

8:13

You two can decide on a cadence

8:14

that works best for your situation.

8:16

And whatever you choose,

8:18

having this consistent touchpoint

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ensures you have an open line of communication

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and have established opportunities

8:24

to discuss priorities.

8:26

So, there you have it.

8:27

During your first week, focus on self-care,

8:29

getting to know your workplace, and building relationships

8:32

with your colleagues and manager.

8:34

Doing so will not only help you crush your early days

8:37

but sets a strong tone for the year to come.

8:39

If you like this video, make sure to like and subscribe.

8:43

(beep) Practice, so-

8:44

[Southern accent] Oh, there's a bug on my nose.

8:46

Did y'all see that?

8:47

Okay, it's gone, though.

8:48

(crew member) - Do you need me to swat it?

8:49

No, no, no, don't swat my face. It's gone now.

8:50

[Averie and crew members laugh]