Excellent communication skills are highly important in today’s workplace. These skills involve both written and oral communication. Have you ever received an email and wondered what it was saying? To prevent this, strong written communication skills are necessary so emails and reports are easily understood by everyone. When talking with co-workers, employees must be able to communicate their point of view clearly. Outstanding presentation skills help persuade others and communicate ideas to people both inside and outside the company. Employees should also keep their boss and co-workers aware of their progress on projects so there are no last minute surprises. Keep everyone in the loop through regular communication.

A positive attitude is a key factor in job success. Chuck Swindoll once said, “Life is 10 percent what happens to me and 90 percent how I react to it.” A great employee follows this quote by keeping a positive attitude no matter what happens on the job. They look for solutions instead of focusing on problems. No one wants to be around someone who always complains, so workers with positive attitudes look for the good and leave their gripes outside the office. No work situation will ever be perfect. With a positive attitude, we can take any workplace and make it a better place to be.