



"I always knew that one day
I would take this road
but yesterday
I did not know today
would be the day."

- Nagaruna

Purpose of this Guide

Congratulations! If you are holding this book, I know that one of two things is happening - you have either just become a new employee or you are going to become a new employee soon! Either way, you are about to set out on a new journey and the purpose of this guide is to help you make it a great one!

No matter what job or position you are in or what company or organization you are working for, you will find ideas on each page of this guide to help you bring joy and success to the work you do. I don't know who I am more excited for - you, or the employer who is lucky enough to have you!

This is a do-it-yourself guide - a practical collection of ideas, tips and suggestions that will enhance your work life. The aim of this guide is to lead you in hundreds of little ways to grow in confidence and productivity, adding value to your employer, even as a brand new employee! By following the suggestions laid out in this guide, you will come to see and appreciate the immense power available to you through the choices you make and the actions you take each and every day! By employing the incredible power of your spirit, your skills, and your own personal style, you are about to enjoy success not only in your work life, but in the rest of your life as well.

*Today you are
born to a fresh,
new glorious day
that has never
been lived before
and will never be
lived again!*