

WORKING WORLD

Building Your Career: Tips From Experts

(NAPSA)—Whether you've just entered the workforce or you're an established professional with the desire to achieve even more success, career advice based on experience can be helpful.

Here are a few tips from managers at GEICO, a major insurance corporation, on how to build a more successful career:

- It's important to find a balance between your work life and your personal life. Trying to train for a marathon and win that big account? Want to attend your child's field trip and listen in on that conference call? To do both, you have to keep the lines of communication open at work and at home. Make sure everyone knows what your goals are and what you are doing to attain them.

- Have faith in yourself. Have confidence and make sure your voice is heard. Speak clearly and with assurance so that you and your best ideas can get noticed—and implemented.

- Do your best. While it sounds simple enough, it's not always easy. Staying focused on always doing your best can keep your efforts on track and help to make your work and family life more fulfilling and gratifying.

- Change can be a good thing. If you want to initiate a change within your company, go for it! Just make sure you can make a legitimate



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business case for your proposal. How will your proposed changes help the company reach its goals, save money and help increase productivity? If you can show how your company can benefit from your proposal, then your ideas have a better chance to be heard.

- Plan ahead. Sometimes, you just have to expect the unexpected, but for everything else, you should have a plan. A realistic plan can help to make your life and the lives of those around you much easier and less stressful.

For more tips or if you are thinking of making a career move, visit GEICO's Career Page, <http://careers.geico.com>.

Founded in 1936 as the Government Employees Insurance Company, GEICO now serves nearly 10 million policyholders.

Please visit the GEICO Careers Web site for more information.