

业绩为王：如何提高你的工作业绩？ PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E4_B8_9A_E7_BB_A9_E4_B8_BA_E7_c96_646795.htm 在你寻找一份新工作的时候，业绩是一项重要的工作胜任力，你能成功实现的越多，你的前景也将更广阔。阅读下文，了解业绩在我们的工作中，究竟有多重要？ What is Achievement? 什么是业绩？ Achievement is what you have done of significance at work which has benefited your company or organisation. Think about your work achievements. Or even your life achievements - these are the successes that you have had so far. Perhaps you have just passed your driving test, or maybe after many years of trying, you have learnt to swim. This is an achievement as it is something you have worked hard for, and in the end the results have been successful. （小编注：什么是业绩？业绩就是你夜以继日辛勤耕耘所获得的成绩，而这成绩所带来的直接结果一定是好的！） Why is this important? 为什么业绩那么重要？ In our lives it is important to have objectives so when you have reached them you can say you have some achievements. Think about when you were younger, and your ambitions. Maybe you wanted to become a doctor, so you studied hard, and you finally became a doctor. Perhaps you wanted to have a house with a big garden. Can you remember the day you fulfilled this dream? These are personal achievements and they give you the feeling of self-satisfaction, confidence, and happiness. Let us now take a look at your work achievements. When you have achievement at work it means that you are working towards goals

normally set by others, but they can be set by yourself, too. Perhaps you have to reach a sales target, or you need to complete a project within a deadline, or perhaps you need to see clients or customers and help them in some way. If you succeed in helping them, or you reach your sales target, or you complete your project by the deadline, you have examples of achievements. Striving for achievements shows determination and tenacity. (小编注：我们每个人都会有目标，目标就是我们获得业绩的前提。生活中，当我们达成了某个目标，我们就会感到自信、满足；在工作中更是如此，工作中的目标往往是别人交给你的任务，也可以是自己设定的目标，当你完成了这些任务，达到了这些目标，你就获得了工作业绩，不仅会提升自我满足感，还可以增强你的决断力和永不言败的做事态度。)

How can you show you have this competency? 如何向别人展示自己的好业绩？ If you have a job interview and you want to demonstrate your achievements you need to think about different situations you have been in, the actions you have taken, and the results of these actions. Perhaps you have had a difficult customer, how have you dealt with that person? Did your action benefit your organisation? In what way? If your results were successful, state this either in your job application, or in your interview. Think about the skills which you have which make you attractive and valuable as an employee. Remember the more achievement you can give as examples, the more you can sell and market yourself for the job. (小编注：你可以在工作申请或面试中展示出自己的好业绩。你可以多举一些例子，比如，你是如何帮助公司化险为夷的？你是如何应对难搞的客户？

你为公司做了哪些有利可图的事？记住，不管你的业绩有多少，你都要学会把它们展示出来。酒香也怕巷子深，只有当你业绩展示得越多越充分，你在职场上也就越有竞争力。）

How to improve this skill？如何提高能力以获得更多更好的业绩？ If there is a goal which seems difficult to achieve, don ' t give up easily. If you can understand your goal and work towards it this will show that you have the potential to achieve. You need to be able to face obstacles and be determined enough to meet targets. Think about a time where you have had to take “ no ” for an answer, did you just accept it? Don ' t just accept it, find out why the answer is “ no ” . Also ask for feedback as this can give you an indication of how you are doing. You could compare this to learning a language, for example, if you find some grammar difficult you can always ask your teacher for feedback on your exercises. You can apply this rule to the workplace as well and if you are not sure of how you are progressing, ask! （ 小编注：第一，不要轻言放弃。坚持一下，多挖掘你的潜力，你会发现自己比想象中更优秀；第二，多问。如果你不会，你不要装聋作哑，要向别人请教，然后要求反馈。上帝给我们两个耳朵一张嘴就是让我们多听听别人是怎么说的。）

更多推荐： #0000ff>生产力陷阱：多劳真的多得吗？ #0000ff>调查：办公桌凌乱 员工效率高 #0000ff>工作不开心，怎么办？ 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com