

Doing More

If we were to ask a hundred people have they done more than what they are paid to do what do you think their answer will be? If I were to ask you that same question, what would you say?

Hi, I'm Sue Fei and my job at D Jungle People is to do exactly that, asking the difficult questions and finding the solution.

When we take on more than what we are paid to do we tend to open ourselves up to many new experiences. We get to learn new skills, so instead of photocopying a hundred pieces of paper a day, we actually learn how to fix the photocopier machine. We also get to work with many different individuals from different departments. That gives us the opportunity to expand our network and build relationships and most importantly we get to show others what more we can do. In the long term we may miss that dinner with our friends or that extra hour of sleep every night but there is more to gain I believe.

Here are tips on how to do that extra bit.

1. How much is too much?

Well when you start missing your deadlines and when you start forgetting your role, you know you have taken on more than what you can do.

2. How to say "NO".

Well when your superior asks you to take on extra work that you cannot afford to. Try explaining it carefully and tactfully to them. If all fails, negotiate with them. Try and ask for a deadline extension.

3. How do you go about asking for extra work?

Try and have a conversation with your supervisor ask them if they have been on a lookout for any opportunities that are available or if they can link you up with someone else that has the opportunity.

So, here's a quick exercise for you. Tell us what you have done in your job that is considered an extra in the feedback below and let us know the nature of your job.