

# How to Be a Hard Worker

Explore this Article ■ [Developing Good Habits](#) ■ [Expanding Responsibility](#)  
■ [Maintaining Perseverance](#) ■ [Questions & Answers](#) ■ [Tips and Warnings](#) ■ [References](#)

Co-authored by Lucy Yeh 🌱 and 52 contributors

Last Updated: September 15, 2021

Being a hard worker doesn't come naturally. The qualities and characteristics that are associated with good workers are those of consistency and perseverance. Though some might have a predisposition to these traits, it is only through effort and dedication that you can fully mature into a hard worker making full use of your potential.

## Method 1

### Method 1 of 3: Developing Good Habits



**1 Train optimism in yourself.** By learning to be optimistic, the extra effort you need to put in to become a hard worker will become less severe. Optimists see negative occurrences as short lived and narrowly focused events. Adopt the explanatory style of the optimist to help yourself view both good and bad events in a more optimistic light.

- Describe negative events, like a difficult presentation, in its positive light. For example, instead of complaining about responsibility, you could celebrate it as a chance to show your dedication and work ethic to your boss.
- Describe positive things in your life as permanent and everyday. This will help you feel encouraged as you try to step up your game at work.
- Optimists have also been found to score more highly on tests designed to gauge luck and self-perception.<sup>[1]</sup> The higher your self-perception, the more likely you'll be able to shore up weak points in your life.



**2 Identify and oppose irrational thoughts.** Notice when you see only the worst possible outcomes (catastrophizing), minimize your own good attributes and contributions, or any "all or nothing" thinking.<sup>[2]</sup> Small successes are no less of a success, and you should allow yourself to feel pride at your accomplishment.



**3 Re-frame problems as lessons.** Positive re-framing will reinforce the positive aspects of your situation and prevent you from feeling overwhelmed.<sup>[3]</sup> This will also encourage you to approach the situation with a more open minded perspective. Open mindedness will facilitate problem solving, and a sense of having your work situation in hand will contribute to peace of mind, making your work easier in the long run.



**4 Don't multi-task.** Much research has recently shown that no matter how good of a multi-tasker you *think* you are, there are some serious downsides to performing many tasks at once.<sup>[4]</sup>

- Multi-tasking impairs your overall performance, so that even if you feel like you are accomplishing a lot, you really might be missing out on important information and cues.
- Constantly being distracted with many tasks can leave the problem solving and creative parts of your brain unable to function optimally.<sup>[5]</sup>



**5 Try not to complain.** Complaining is a natural part of the human condition, and it's unlikely you'll be able to remove this completely from your life. Be that as it may, complaining without a goal or solution in mind can lead to negative cycles that contribute to depression, poor self opinion, and stress.<sup>[6]</sup> These will only make it harder for you to put in the time and effort required to become a better, more industrious worker.



**6 Raise your social awareness.** By intentionally reaching out and trying to connect with people that you work with, you will further develop your empathy. Empathy is a key component of conflict resolution, collaboration, compromise, effective listening, and decision making.<sup>[7]</sup> Raising your social awareness and developing your empathy will allow you to work even harder with your coworkers, and hold you more accountable to your goals.

- Research supports that what scientists call "willed empathy," or the imagining of the pain of others, activates the pain response in your brain similar to naturally occurring empathy.<sup>[8]</sup>
- Admit the limits of your understanding and ask questions to create conditions where you can feel, and practice, empathy.

## Method 2 of 3: Expanding Responsibility



**1 Put in overtime when appropriate.** Even if there is something that you would much rather be doing, during busy times you can practice your diligence and show your coworkers your commitment by putting in when necessary. Gauge how busy your place of employment by checking in with a manager and asking how other projects are going.

- Be careful not to overdo it. Working too hard can have serious health side effects. [9]



**2 Culture accountability.** It's impossible for you to address issues if you are unwilling to face them. It can be difficult to take responsibility for your actions, but complete and timely resolution of conflict is impossible if you don't honestly deal with the root of the problem.

- Avoid justifications and unnecessary explanations. These are, generally speaking, a waste of time, as there are always additional factors you could list to explain your actions.<sup>[10]</sup>



- 3 Maximize potential and improve weaknesses.** Avoid minimizing your successes, no matter how minor, and identify areas in which you would like to improve.
- Further improve your strengths by joining seminars, classes, and take on roles in the community that utilize your abilities.
  - Weaknesses can be addressed by interrupting negative thought patterns by doing something else, like taking a walk, admitting your humanity and the impossibility of true perfection, and by finding a mentor to provide guidance and support.
  - Make specific changes to help yourself be accountable. You might ask your manager to speak about performance related issues privately in the event you are shy.



**4 Take the initiative.** Jumping on an opportunity when it arrives takes self confidence, and you can build this in yourself by starting with small goals and working your way up to a more major responsibility.<sup>[11]</sup>

- Before you make a suggestion, pause and think if the idea can be implemented effectively. It's easy to be defensive over your own idea, but weeding out implausible suggestions might leave you feeling less self-conscious.



**5 Build a healthy support system.** Human beings are social creatures. No matter how much of a loner you believe yourself to be, a healthy support system will improve efficiency at work, the keeping of resolutions, and diminish the feeling of being overwhelmed.<sup>[12]</sup>

- Use your support system for recommendations when trying for a new position or if you are asking for a promotion.
- Collaborate with your coworkers. You never know when you might need their help.
- Try not to compete. This can be difficult, especially since many managers use competition to encourage performance, but constantly comparing yourself to other workers can leave you feeling dissatisfied or inadequate.<sup>[13]</sup>

### Method 3 of 3: Maintaining Perseverance



**1 Practice positive self-talk.** Coach yourself by using phrases that resonate with you. Self-talk should positively affirm your accomplishments and the achievement of your personal best.<sup>[14]</sup>

- Use present tense messages when practicing self talk to remove future worry with positive assertions.
- Talk yourself through fears by asking yourself what the source may be and how you intend on correcting it.



**2 Exercise your will.** The more you strengthen your willpower by training it, the stronger it will become. Approach the topic of willpower with a confident mindset; the belief that your willpower pool is limited will cause you to feel a lack of will more frequently.[15]

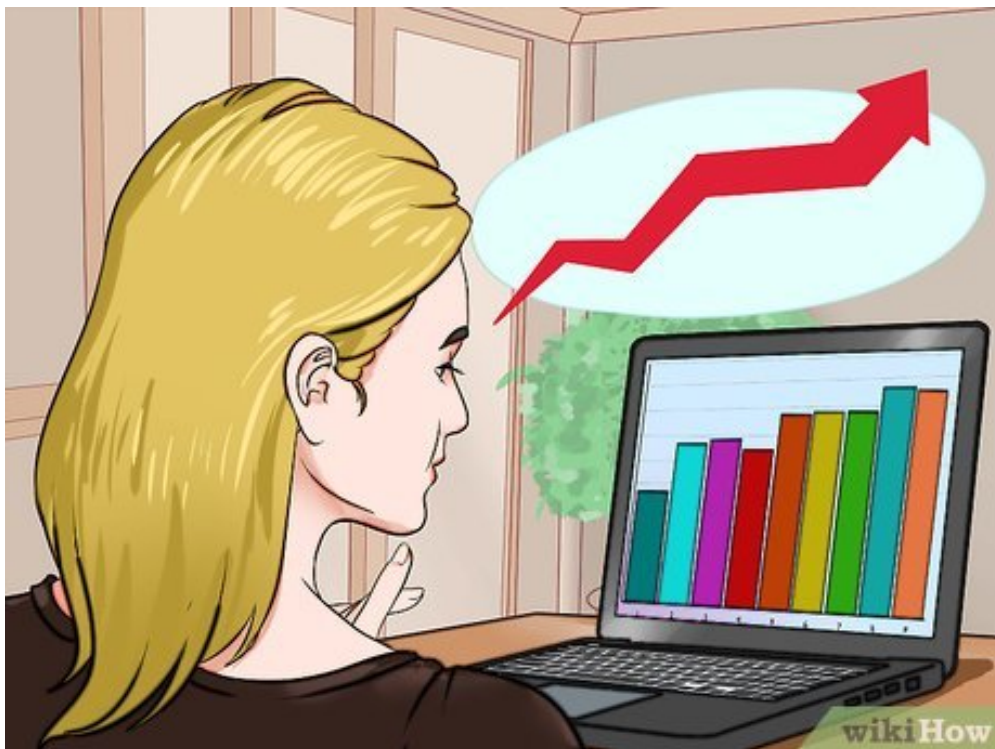
- One way you can exercise your will and promote general health and wellness is by exercising. The increased activity of your body will also result in a more active mind.  
[16]



**3 Imagine your process.** Think about how you will feel as you work on your goal and when you complete it. Visualize yourself being engaged in your work and finding harmony, fulfillment, and pride through it, a common characteristic of world class performers.[17]



**4 Make time for meditation.** Many researchers on the topic of willpower and perseverance have noted the positive influence meditation has on endurance, focus, and learning.<sup>[18]</sup> <sup>[19]</sup> Taking 10 minutes to calm your mind, breathe deeply, and focusing on the present will allow you to refocus and redeem yourself in a good way.



**5 Review your progress.** Charting your past success will keep you in touch with just how much you've grown as a worker.<sup>[20]</sup> Self review will also promote more productive discussions about performance, priorities, and challenges.<sup>[21]</sup>



**6 Try again when you fail.** The sting of failure is difficult for even successful people to take in stride, so don't feel self-conscious if you struggle while returning to a failed task. Use self-talk to minimize your negative feelings, and begin planning a new way of tackling your goal.



## Expert Q&A

### Question

How do you become a hard working person?



**Lucy Yeh**  
Career & Life  
Coach  
Expert Answer

Chart your progress toward a goal. People generally work harder when they have a set goal in mind. Find something that you really want that you need to work for and watch your work ethic grow stronger.

Helpful 3 Not Helpful 0

### Question

I get distracted easily. What can I do to improve my focus?



Community Answer

Determine what is causing you to become distracted, and get rid of those items, whether it is your phone, the Internet, or issues in your personal life. Rid yourself of distractions, so that you have nothing else left but whatever you are trying to focus on.

Helpful 86 Not Helpful 11

#### Question

**How do I study effectively when I do not want to?**



Community Answer

Whenever you find yourself not wanting to study, just keep reminding yourself of all the benefits you can get out of it. I have this problem all the time, but trust me, it would be best to find a motivator that could encourage you to study more. Maybe you want to go to a top college, or maybe you want to make all A's so you can get a reward, etc.

Helpful 57 Not Helpful 5

#### Question

**How do I stop feeling stupid so I can reach my goals?**



Community Answer

Boost your confidence by writing down your successes and stop comparing yourself to other people.

Helpful 111 Not Helpful 13

#### Question

**How can I be a hard worker if I get bad headaches when I work extra hours?**



Community Answer

If possible, try to take frequent breaks. Also, try to work "smarter" instead of harder. Find ways to increase your efficiency and shorten your hours. Remember, your health is more important than being a "hard worker," so take care of yourself.

Helpful 22 Not Helpful 1

#### Question

**I am a hard worker and very ambitious but I am not getting the result I want. What can I do?**



Community Answer

Assess what you are doing. See if there is anything you could do better. Also, look at people who have achieved what you want to achieve. Compare what they did to what you are doing, and adopt their mindset, work patterns, work ethic, technique and so on.

Helpful 53 Not Helpful 8

#### Question

**How do I manage my time for all the subjects!?**



Community Answer

Make a timetable. Categorize subjects according to their importance and the level of your understanding in each of them. Allocate more time for difficult subjects so you can master them.

Helpful 40 Not Helpful 6

#### Question

**How do I stay focused when working in a loud, open office?**



Community Answer

You could try wearing headphones and playing music to cut down on the background noise and help you focus on your work. If music is too distracting, you could listen to different nature sounds or white noise.

Helpful 11 Not Helpful 2

#### Question

**How should I motivate myself to work?**



Community Answer

Set a goal, like getting a scholarship or a promotion, or even something small, like getting extra credit or saving up for a new phone. Whatever it is, make sure that you want it bad enough to work for it.

Helpful 18 Not Helpful 2

#### Question

**I have to study 12-15 hours each day at my home to reach my goals but I easily lose my focus. What should I do?**



Community Answer

12-15 hours is a lot, maybe try setting a more practical time limit. Remove all distractions from your study area, and be sure to take a 10-minute break every hour to rest your brain and regroup.

Helpful 21 Not Helpful 3

[See more answers](#)



#### Tips

- Focus on one thing you want to do at a specific time.
- Don't internalize the negativity of others. Keep in mind that other might try hard to discourage you out of competition or jealousy.
- Learn from your mistakes and don't make them again.
- If you have a skill that you think others don't possess, let potential employers know. Always show the best that you have to offer, but be humble and recognize that innate talent is the result of luck.
- Give examples of your previous hard work when interviewing for a job. This is one of the main qualities that employers look for in an employee.
- Teach others to be hardworking. With the gratitude and support of others, your work environment will improve.
- Ask for help if you need it. Many people are glad to help with skills like this.
- Work to the best of your level, giving it your all. Then gradually add more into your work/goal/aim. Keep note of how you made progress by adding more work at a time. Take baby steps to becoming a hard worker and before you know it, it will become a part of you.



## Warnings

- Don't depend on your talent alone. Remember that hardworking trumps talent in the end. Depending on your talent might lead you to neglect, and lose, your skills.
- Don't be arrogant. Once you become a hard worker, recognize the hard effort you've put in and don't let your attitude impede your self improvement.

## References

1. ↑ [http://www.helpyourselfgetlucky.com/luck\\_advice/get-lucky-by-being-an-optimist/](http://www.helpyourselfgetlucky.com/luck_advice/get-lucky-by-being-an-optimist/)
2. ↑ <http://psychcentral.com/lib/what-is-catastrophizing/>
3. ↑ <http://psychcentral.com/lib/identifying-irrational-thoughts/>
4. ↑ <http://www.health.harvard.edu/blog/multitasking-a-medical-and-mental-hazard-201201074063>
5. ↑ <http://bigthink.com/big-think-edge/may-i-have-your-partial-continuous-attention-please-the-dangers-of-multitasking-and-mental-stress>
6. ↑ <https://www.psychologytoday.com/blog/the-squeaky-wheel/201201/does-complaining-damage-our-mental-health>
7. ↑ <http://hilamehr.com/2014/07/30/cultivating-empathy-and-internal-awareness-for-social-change/>
8. ↑ Jamison, Leslie. *The Empathy Exams*. N.p.: Graywolf Press, 2014. Print.
9. ↑ <http://www.esciencecentral.org/journals/overwork-and-adverse-effects-on-health-economics-2-106.pdf?aid=21814>
10. ↑ <http://www.mindtools.com/pages/article/developing-personal-accountability.htm>
11. ↑ <https://www.mindtools.com/pages/article/initiative.htm>
12. ↑ <http://www.intentionalnetworker.com/2012/07/benefits-of-solid-support-system/>
13. ↑ <http://money.usnews.com/money/blogs/outside-voices-careers/2012/05/01/is-competition-among-co-workers-a-good-thing>
14. ↑ <http://www.webmd.com/balance/express-yourself-13/positive-self-talk>
15. ↑ <http://www.care2.com/greenliving/6-ways-to-build-your-willpower-muscle.html/2>
16. ↑ <http://www.ncbi.nlm.nih.gov/pubmed/24114875>
17. ↑ <http://www.positive-living-now.com/perseverance-power-key-to-success/>
18. ↑ McGonigal, Kelly. *The Willpower Instinct Paperback*. N.p: Avery, 2013. Print.
19. ↑ <http://www.willpowered.co/learn/strengthen-your-willpower>
20. ↑ [http://www.nytimes.com/allbusiness/AB10175081\\_primary.html](http://www.nytimes.com/allbusiness/AB10175081_primary.html)
21. ↑ <http://www.halogensoftware.com/learn/how-to/why-are-employee-self-evaluations-so-important>

## About This Article



Co-authored by:  
**Lucy Yeh**  
 Career & Life  
 Coach

This article was co-authored by **Lucy Yeh**. Lucy Yeh is a Human Resources Director, Recruiter, and Certified Life Coach (CLC) with over 20 years of experience. With a training background with Coaching for Life and Mindfulness-Based Stress Reduction (MBSR) at InsightLA, Lucy has worked with professionals of all levels to improve the quality of their careers, personal/professional relationships, self marketing, and life balance. This article has been viewed 605,103 times.

★★★★☆  
 51 votes - 88%

Co-authors: **52**  
 Updated: **September 15, 2021**  
 Views: **605,103**

Categories: **Job Skills** | **Workplace Health and Safety**

<https://www.wikihow.com/Be-a-Hard-Worker>

