01 WAKE UP EARLY
• Give yourself more than enough time to eat a wholesome breakfast
• Check the weather to avoid weather-related clothing mishaps or transportation disasters
PRO-TIP: Plan your outfit the night before!

02 EXTRA TRAVEL TIME
• Plan extra travel time to get to where you need to go so that any unforeseen delays (late buses, rush hour traffic, stuck behind a train, run out of gas, difficulties finding parking) won’t be a problem
PRO-TIP: Aim to arrive at least 10 minutes early!

03 PRACTISE YOUR INTRODUCTIONS
• Create a 30-second elevator pitch to briefly explain a little bit about yourself when you are meeting new people in the workplace
• Be prepared to answer questions like “What is your role going to be?” and “What are you studying?”
• Be engaged and try to get to know others, ask them questions about what their role is
• Knowing people’s names and following up on previous conversations can help you build strong relationships

04 LISTEN & OBSERVE
• Watch how your manager and coworkers interact - are they casual or more formal in conversation?
• How do people dress: casual, business casual or formal?
• Use what you see and hear to help you fit in

05 TEAM MEETINGS
• You might be invited to a team meeting - just listen and take notes
• If you have questions, don’t be afraid to speak up
PRO-TIP: Pay a visit to the washroom beforehand and be sure to bring water with you into the meeting (you never know how long the meeting will be)

06 LUNCH INVITES
• If you’re invited to lunch with your manager or coworkers, go!
• It’s important to show you’re ready to mingle with your new team - save your packed lunch for another day

07 TAKE NOTES
• Take notes to keep track of your tasks (and later, your contributions) - this will help you build your resume and portfolio

08 REFLECT
• Reflect on the day and what you’ve learned when you get home