The New Job Checklist

I'm going to be starting a new job in about a week's time and despite having been through the onboarding process once before when I did my internship there, I'm still a bit nervous. So, I came up with a list of things that I need to do to prepare myself for my first day at a new job and I thought that maybe this could help someone else too.

1. Paperwork

☐ You do not want to turn up at work not having brought every single one of the numerous forms and documents that HR has asked for. You could probably just pass it to them on a later date but if you're like me and absolutely hate unnecessary worrying then put all the important stuff into a folder and double check them the night before your first day!

2. Office wear

☐ Another thing you do not want to do is turn up at the office wearing clothes that make you stand out too much. You probably should have taken a bit more notice of what people were wearing when you went for your interview but who has time for that when you're nervous as heck? So, if you're not exactly sure what the dress code is, just pop your HR contact an email and I'm sure that they'll be happy to tell you what the appropriate attire is. Then, you can go on a shopping spree for new clothes. Woohoo!

3. How to get there (in time)

☐ Chances are, unless you've done an internship there, you've only been to the office only once or twice. So, it'd be good to just refresh your memory on how to get there. It could just be a straight line on your local metro/bus to the office or maybe you have to drive there. In any case, make sure that you know the fastest and easiest route to your office so that you're not late on your first day.

4. Alarms

☐ Most people hate waking up early in the morning but if you have a 9-to-5 office job and the office is an hour away from home, you bet that you will need a bunch of alarms set on your phone to get you up bright and early. I personally have 3 alarms set on my phone and always try to be out of bed at least an hour before I need to leave the house. You know yourself best and so work out the best way for you to get out of bed. Also, start waking up early a few days before then so your body gets used to it and it'll be less likely for you to oversleep on your first day.

5. Pre-work playlist

☐ I have a playlist that I put on every morning to pump me up for work. Maybe you need a bit of Rocky's "Eye of the Tiger" or some Eminem or even a bit of Britney to get your groove on for the day. Choose your favourite music and rock out to it before you leave the house.

6. Pack your bag!

☐ Make sure that you have everything in your work bag the night before so you aren't rushing about looking for stuff in the morning.

"Last but not least, prepare yourself."

7. Yourself

☐ Last but not least, prepare yourself. You've done amazingly well to land this job and you don't want to screw anything up on your first day but you have to make sure that your body is in tip-top condition. Eat healthy and get a good night's sleep before you first day. Eat an amazing breakfast and do some power posing in front of the mirror. Basically do anything to get yourself ready to start a new chapter of your life. Good luck and all the best!

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