

Self-editing, for self-improvement in the workplace



By [Katlego Ledimo](#)

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Sometimes, we learn lessons from people that we least expect. That is why it is important to give everyone credit and allow yourself to learn a thing or two each day. Most of the times, the lessons taught sink in months later, even years later. And in my case, I learnt the practice of self-editing to improve my effectiveness in the workplace.

Choose to do less and do it well

Why overload yourself by doing fifteen tasks that need to be redone the next day anyway? When you can complete six solid tasks that will elevate your reliability in your workplace? Usually it is because you want to be the busiest bee in the hive, but all windows crack and everyone sees right through it. Choose efficiency over "I am so busy today".

Take a break

No, sleep is not for the lazy and yes, lunch is for the hungry. Why starve yourself of nutrition and fresh air, just to be busy and produce ordinary work? When you can take a break and make a difference. Take a break and interact with other opinions and come back to your desk a changed person. I am not saying people who do not take breaks are inefficient; they are just...very hard to work with.

Self-edit

Would you rather have people at your workplace know you for your great personality, dancing skills and that fab feature wall you have at your house or, would you rather they know you for your good work and your great personality?

Choose your words wisely, select your opinions before you share them and position yourself as a valuable member of the team. Not the person we leave behind when we go to a serious client meeting.

In closing

Edit yourself so that you make sense in the environment you work in. Mould yourself into a puzzle piece that makes perfect sense for everyone else to try and mould around. There is no need for you to always try and fit in.

ABOUT KATLEGO LEDIMO

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