

# 4 Ways to Embrace a Learner's Mindset at Work

by Lindsay Meister

## About the author



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Cultivating a learner's mindset at work means approaching challenges as opportunities to learn and grow. The alternative is a fixed mindset, which convinces us that we will never succeed if we aren't "good enough" now. Embracing a learner's mindset can help you develop valuable new job skills, adapt to change in the workplace, and become a more effective problem-solver.

To begin, let's cover four ways you can ensure success at work by embracing a learner's mindset.

## Active Listening



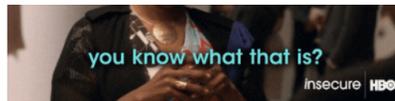
First, let's review some active listening skills that can bolster your learning on the job.

- **Be Attentive:** Face the speaker, maintain eye contact, and avoid distractions
- **Limit Interrupting:** In addition, stay open to others' ideas rather than thinking about how you'll respond
- **Paraphrase** (Repeat what someone has said back to them in your own words) and, likewise, **Summarize** (at the end of a conversation, state the main points that were covered) to confirm your understanding
- **Ask Questions:** Lastly, ask follow-up questions and regularly ask for constructive feedback

Practicing active listening helps you to process verbal information more effectively, reduces the chances of miscommunications, and shows respect.

## Setting SMART Goals





Second, setting goals helps you progress toward your career goals.

SMART goals are:

- **Specific:** I will complete one successful financial report.
- **Measurable:** I will receive feedback on the report from my supervisor.
- **Attainable:** I have the skills, resources, and time needed to complete this task.
- **Relevant:** Completing this report will help me toward my goal of applying for the assistant manager position.
- **Time-Bound:** I will complete the report by March 2024.

Setting SMART goals is an integral aspect of developing a learner's mindset at work. Mindfully setting specific, realistic goals ensures that you are developing new skills and actively pursuing intentional career growth.

## Collaboration



Third, working with others can help us strengthen our skills and develop a support network.

- Collaborating gives us the chance to learn from diverse perspectives, skills, and backgrounds
- In addition, teaching others a skill you have mastered can help you strengthen your confidence
- Lastly, developing strong, healthy working relationships can help us feel supported in the workplace

Overall, collaborating with colleagues can boost our learning through sharing skills and knowledge. Additionally, learning tips and tricks from others can increase our own productivity and effectiveness.

## Pacing Yourself and Taking Breaks



Finally, working towards a healthy balance between work and rest is integral to maintaining the energy you need to learn and grow.

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- **Pacing yourself at work:** Plan for tasks to take longer than you think, break large projects into smaller tasks, say no to more projects if your schedule is full, and switch to a different task if you feel yourself dragging
- **Taking breaks:** Additionally, take time to stretch, drink water, take your full lunch break, get outside and move, and do something to get your mind off of work
- **Prioritizing rest and downtime:** Further, protect your downtime by disabling work notifications if possible. Plan adequate time for rest and activities that add joy to your life

Maintaining a healthy balance is key to ensuring you are in the right mindset to learn. Taking breaks and pacing yourself can help prevent burnout, maintain your motivation, boost creativity, and help to solidify your learning.

#### Conclusion

Embracing a learner's mindset at work isn't just for those beginning new jobs. Even once you are experienced in your field, there is always more to learn. Staying open to taking on new challenges, adapting to change, and learning from others ensures you are continuously growing and staying engaged in your career.

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