

INTELLIGENT CAREER MANAGEMENT: TIPS TO GETTING AHEAD IN WORK + LIFE

<p>PRACTICE P – I – E</p> <ul style="list-style-type: none"> • PERFORMANCE • IMAGE • EXPOSURE <p><i>Remember:</i> <i>The goal is to be better, not perfect</i></p>	<p>Performance... <i>consistently deliver results</i></p> <ul style="list-style-type: none"> • entry ticket to “game” • common denominator in promotion process • confirms your ability to take on more responsibility • must continuously grow to stay above the bar as it’s being raised <p>Image ... <i>emulate leaders</i></p> <ul style="list-style-type: none"> • is the message you send before you speak • includes many areas...walk, dress, demeanor • answers the question “I’m ready” or “I’m not ready” • the language of serious players at or near the top is conservative in style & dress, regardless of organizational type or industry <p>Exposure ... <i>need sponsors</i></p> <ul style="list-style-type: none"> • greatest impact on your career • internal and external opportunities • makes you visible to those who can influence your career • can be enhanced by network of mentors, bosses and champions
<p>ADVICE</p> <p><i>The first step to being successful is <u>believing</u> you will be successful</i></p> <p>BOTTOM LINE</p> <ul style="list-style-type: none"> • <i>Know WHO you are</i> • <i>Know WHAT you want</i> • <i>BE REALISTIC about your goals and lifestyle</i> 	<ol style="list-style-type: none"> 1. <u>Make a difference in every job</u> – develop a reputation for delivering results...above and beyond. 2. <u>Take risks</u> – err on the side of the bigger challenge. 3. <u>Become proficient</u> in one technical area. 4. Continuously <u>look for ways to improve</u> – the #1 reason people disengage is because they feel like they’ve stopped learning. 5. Be introspective and <u>seek constructive feedback</u> – and don’t be defensive when you get it. 6. <u>Surround yourself with great people</u> and learn from them – expose yourself to different managers and role models. 7. <u>Take something away from every experience</u> – even the bad ones. 8. <u>Know what you want</u> and go for it. Then, <u>ask for what you need</u> -- and be prepared to follow through when you get it. 9. <u>Don’t wait to be noticed</u> – good work speaks for itself but often not loudly enough 10. <u>Understand</u> your goals & values – and <u>the trade-offs you’re willing to make</u> 11. <u>Be confident</u> in your abilities <u>and humble</u> enough to ask for help when you need it 12. <u>A positive attitude goes a long, long way</u>...and is much more likely to get you to where you want to go 13. <u>Find a mentor</u>, be a mentor 14. <u>Refrain from constantly talking about how crazy your life is</u> ... you’ll sound out of control. 15. Instead of complaining, <u>always focus on solutions</u>.