

10 STEPS TO MOVE YOUR CAREER FORWARD

Whether you're just starting out, or you've been there a while, these tips will get you noticed in all the right ways!

- Be positive. No one likes a negative Nancy.
- Make sure your boss isn't surprised. If you know something is brewing (internally or externally) make sure it's not anything that is going to take your boss by surprise.
- Don't bring problems to your boss. Bring solutions. Don't like how something is going. Don't go complain. Come up with a plan and present it.
- Do your homework. Know what's going on in the company and the industry.
- Keep perspective. Is what you are doing in line with the plans of the company. Does it move things forward? Is it correct and accurate?
- Stay focused. What is the company mission? How are you helping that be achieved?
- Use active listening. I always heard you have two ears and one mouth. So listen twice as long as you talk. Let someone finish their thought before you jump in with a comment.
- Nurture your reputation. Look the part. Be known as a problem solver. Work with integrity.
- Learn a new trick. Each year add a new skill to your basket. It adds value to you and to the company.
- Know what your boss sees as a priority. Help them accomplish what matters to them.