

# LifeMap<sup>SM</sup>



"LifeMap is a navigational tool to help you on your path towards personal and professional success. Our belief is that you can achieve a more rewarding career, a more productive organization and a more enjoyable and abundant life."

September 2011

## This Month's Message:

### Time For A Career Boost.

#### Paths Forward

- Need Career Coaching?
- Tired of boring meetings?

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### Time For A Career Boost.

Labor Day is past, the kids are back in school and in a few days Summer will be officially over. I hope you had a chance to get some vacation time in and had an opportunity to recharge yourself mentally and physically. What better time could there be to take a renewed look at where your career is

meetings??

Resources

### Quick Links

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could there be to take a renewed look at where your career is going and make some plans to advance it in the final quarter of the year.

If you're ready to move ahead here are some proven strategies and techniques for you to consider.

### Paths Forward

- **Stop Waiting.** I don't know when the economy is really going to turn around. Neither do you. Neither does your boss, your boss's boss and so on. If you are waiting for better days to make a move - give it up! This isn't a dress rehearsal; this is the life and career you have. Make the most of it. If you want a raise, better assignments, maybe even a new job commit yourself to the goal, set a plan and start. At year's end you can look back, evaluate your progress and modify your plan to improve it.

- **There Are No Handouts.** Raises, more challenging responsibilities, new titles or totally different jobs do not go to those who are just maintaining the status quo. To give your career a boost you need to do two essential things: you have to ramp up your performance and then you must get increased visibility for doing so. Performing at a higher level but not having anybody know about it *may - slowly* - lead to *some* progress. Not performing at a higher level but raising your visibility will lead to no progress or worse. If you're standing still, you're going backwards.

- **The Ladder Gets More Difficult.** The higher you climb up the organizational chart the harder the jobs become. Sure, on occasion you may encounter an empty suit along the way but this is the exception to the rule and is no excuse for you to let up. This means you have to be prepared to work both smarter and harder. This means longer hours, more volunteering for tough assignments, and making more time to increase your skills both hard (technical skills) and soft (interpersonal skills).

- **Be Clear With Your Boss.** Unless you work for the Psychic Friends Network I'm going to make a huge leap of faith here and assume that your boss cannot read your mind. You've got to pin him or her down to regular (I suggest monthly) face to face sessions during which you communicate clearly and directly. This allows you to avoid the pitfalls of vague impressions, faulty assumptions, misinformation or (even worse) politically-motivated disinformation. During these meetings you can ask for performance feedback, get solid

organizational "scoop", you can let your boss know where you want to go and what skills you are working on. Some suggest that you ask her what goals she has and offer to help her reach them. In theory this is a good idea but tread carefully so that she doesn't get the feeling you are maneuvering to displace her. I suggest you talk in terms of "our" goals or "our team's goals" when you try this strategy.

- **Get Around.** Don't hole up in your department. At lunch, at company events, at company meetings, task force groups, training seminars or team building sessions introduce yourself to new folks, get to know them, their responsibilities and the challenges their groups are facing. The more you know - first hand - what is going on in other parts of the organization the better situated you will be to help out and raise your visibility when an opportunity to do so presents itself.

- **Crow A Little.** When you've completed an assignment, wrapped up a report, retained a difficult client, closed a new deal - whenever you have good news to report - do so. Do not assume anyone else is closely watching your performance. Quick, written, periodic updates are the best way to apprise your manager of your performance. Sharing credit where credit is due is always wise but do not be overly-humble. If you did the lion's share of the work, you deserve the lion's share of the credit. If a manager in another department or division had the opportunity to see or comment on your performance ask him or her to send a quick e-mail to your manager saying so. As I said above the **twin keys** to a career boost are performance **and** visibility.

**LifeMap** is about helping you find and use proven strategies and techniques to improve your career which, in turn, helps you create and enjoy the life you want.

### · Need Career Coaching?

The best investment you can make is in your career, your future and yourself.

email [drpaul@drpaulpowers.com](mailto:drpaul@drpaulpowers.com)

### · Tired of boring meetings??

Have Dr. Paul speak at your next off-site meeting or conference. Fast-moving, practical, motivating presentations from an acknowledged leader in the field of career and personal success.

<http://www.drpaulpowers.com/speakingschedule.html>

### Resources

· Are you or someone you know job hunting or thinking about it?

The best, concise, all-round job changing guide available. Revised Edition [Winning Job Interviews](#) by Dr. Paul Powers.

In this easy-to-follow, step-by-step book, Dr. Paul Powers demystifies job interviewing, explains why the process actually favors the job hunter, and shows how you can dramatically improve your interview skills.

Packed with solid, practical information and laced with both humor and "kick in the pants" motivation, *Winning Job Interviews* is the book you wished you had before your last interview... and is mandatory preparation for your next one!

· Stalled at work? Still struggling to find your true vocation?

Or know someone who is? Order your copy of [Love Your Job! Loving the Job You Have, Finding A Job You Love](#) by Dr. Paul.

<http://www.drpaulpowers.com/booksandarticles.html>

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Have an issue or question you'd like Dr. Paul to address in a future edition? Send an email to the email address list below.

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**Sincerely,**

Dr. Paul

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