

5 Steps to Getting Promoted



Taking on a new role or new responsibilities will give you new skills and experiences, more information about the company, and a bigger network of colleagues. All of this will increase your value to the organization, and position you well for that vertical promotion.

If you want to move up, try these 5 steps for maximizing the time you've got:

1. Mentors are people with whom you can talk openly and honestly about work related issues. A mentor should be more experienced than you. Think about whom, besides your boss, might be open to spending time with you to help you grow. A mentor can also be instrumental in spreading positive press by championing your skills, talents and abilities throughout the organization to the right people.
2. Talk to your manager about your career goals . It's your career and you must take the reins and manage it! Promote your accomplishments in a fact-based way, but not in a bragging way. Contribute something meaningful and relevant to the conversation; ensure that you are positively "seen and heard"!
3. Network during the day. Being promoted is partly about being known, but you don't have to go out for beers nightly to get on people's radar screens. Say hello in the cafeteria, and ask about people's weekends. Ask for advice, too—in smart ways.

4. Show that you can take feedback. If a decision-maker gives you a specific suggestion for improving your performance, thank that person and do it.

5. Last but most importantly, make sure you work on the right thing.

Spend most of your time on projects that decision-makers deem important. Doing more doesn't mean working later or literally doing more. It means doing higher value work instead of some of the other stuff that you do now.