

# 8 Tips to get promoted

Want to fast track your way up the corporate ladder but not sure how to go about it? These days advancing your career isn't easy and just working hard is not enough to move it along.



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"Most people want to be promoted but in order to do this and increase your earning power, you have to not only improve your skills and work ethic, you have to model aspirational behaviour," says Academy of York principal, Richard Leeming.

Taking charge and making things happen is up to you. Here are eight ways to highlight your performance and commitment to your organisation:

## 1. Believe in yourself and be confident

You have to be confident and believe in your own power to deliver at the next level. Be assertive at work and go after what you want. You need to believe it first, and then your employer will.

## 2. Let go of the gossip and negativity

Do you stand around the coffee station or water cooler complaining and gossiping? Ask yourself: is this what the CEO of the company does? Rather surround yourself with positive, upbeat people who are going somewhere. Often your positive attitude in the workplace - or lack of it - will determine how far you can go in your career.

## 3. Learn your firm's big picture

Show an interest in your company's strategic direction. Ask questions, think in broader terms and step into a company owner mindset. Speaking and thinking like a leader will help you to embrace the bigger goals of your team or department, as well as those of the company.

## 4. Be a self starter

A self-starter is someone who is always looking for opportunities and then making conscious decisions to pursue them. Possessing an appetite for learning, exploring ways of doing things more effectively, plus the ability to constantly apply the knowledge you have learned will make you indispensable in the workplace.

## 5. Take pride in your work

People who get promoted take pride in their work. Being driven by genuine enthusiasm and a desire to do their best no matter how small the job is a trademark of a successful person.

## **6. Back it up with skills and knowledge**

Your passion and drive must be backed up by skills and knowledge. It's important to be ready for the next step when it comes your way.

## **7. Have a direction**

First gain an accurate snapshot of the present and figure out where you are. Then work out where you'd like to go and by when. It is surprising how many people fail to plan for what they want. Goal setting is vital to achieving personal success, as setting goals allows you to choose the way you wish to navigate through life. Remember, goals need to be SMART: an acronym which stands for Specific, Measurable, Achievable, Realistic and Time-based.

## **8. Build relationships with key people**

Try to understand what your manager's priorities are so that you can align yourself with the right goals and not waste time focusing on what is not important. Get to know other key people in different parts of your organisation that are involved in vital projects. By reaching out and showing an interest you are one step closer to being in the A-Team. This is the group that is called upon and noticed and always working on real business issues.

Speak to employees who inspire you and find out how they got started. Enthusiastically volunteer and then do an exceptional job. Becoming a key insider is a sure-fire way to fast track your promotion.

These eight steps are actions you can take right now to accelerate your progress within your organisation. Master your career, set your own trajectory and reach for the stars.

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