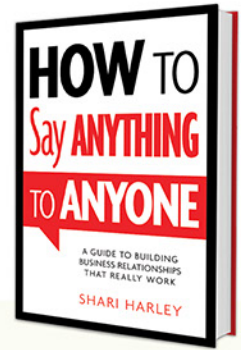


TEN TIPS TO MANAGE YOUR CAREER AND GET AHEAD BY SHARI HARLEY

YOU ARE 100% ACCOUNTABLE FOR YOUR CAREER. And that's very good news. When you are accountable, you are in control. You are not dependent on having the right boss or working for the right organization to advance your career. Follow these ten tips and accelerate your career.



- 1.** Don't wait for your manager to set goals for you. Write your own goals and present them to your boss for approval.
- 2.** Know your reputation and eliminate your blind spots. Ask for feedback from people who will tell you the truth.
- 3.** Meet with your manager individually at least once a month. Share the good things you're doing, and ask for help where you need it. If your manager doesn't schedule these meetings, ask permission to schedule them yourself.
- 4.** Make it easy for your manager to evaluate your performance. Ask your manager's permission to send him/her a one page list of your accomplishments each quarter. Include projects you completed and positive feedback you received.
- 5.** Get better at the things at which you struggle. Don't wait for someone to tell you that you aren't cutting it.
- 6.** Ask for more work that helps you expand your skill set and gives you exposure within your organization.
- 7.** Do your job without complaint. This doesn't mean don't ask for help and express concerns. But don't be the employee who whines about everything.
- 8.** Watch the people in your organization who are successful and model their behavior. If they dress well, are visible at company social events, or are active in the community, do the same.
- 9.** Don't gossip. If you can't be trusted to keep sensitive information confidential, you'll never be promoted.
- 10.** Make people's lives easier not harder. Eliminate obstacles where you can, and resist saying the words, "No, we can't do that."



© 2013 by Shari Harley. Shari Harley is the author of *How to Say Anything to Anyone: A Guide to Building Business Relationships That Really Work* and the founder and President of **Candid Culture**, an international training and consulting firm that is bringing candor back to the workplace, making it safe to tell the truth at work. Shari is known globally as an engaging, funny, content-rich business speaker and author. Shari's practical approach has led her to speak and train in Singapore, Thailand, Malaysia, India, Dubai, and Australia. Some of her clients include IBM, DirecTV, Starz Entertainment, Blue Cross Blue Shield, Noodles and Company, and the University of Colorado. From making meetings work and delegating better, to managing your career and saying anything to anyone, Shari's techniques are sure to delight and inform in a real, direct, and very funny way. To have Shari speak at your next event, email shari@candidculture.com or call 303-863-0948. Visit www.candidculture.com to sign up for edgy career tips.