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Getting promoted

The Graduate by Kavita Gosyne

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Being new to the workforce doesn't mean you can't move up the ladder. Sure, you may lack experience, but there are other ways you can show your worth. After speaking to a few experts on career goals and how to achieve them, here are a few tips on how to get promoted this year.

- Bring something to the table: Craig Conley, author of Setting Career Goals, says to take this literally. "The most memorable person at a meeting will be the one who came prepared with a handout, if only a summary list of talking points," he says

Conley recalls how this method worked for software architect Michael Warwick of Iona Interactive. His clients are often impressed when he offers a progress report at the end of a meeting.

According to Conley, Warwick finds that reports bring abstractions into an understandable form, while providing a formal record of his accomplishments.

- Organize your objectives: Marie G. McIntyre, author of Secrets To Winning At Office Politics, says goals should be organized in three categories: Contribution — how can my work add value to the business?; career — what assignments, projects, contacts, or learning experiences will help move me toward my next career goal?; and self-improvement — what personal characteristics might stand in the way of my success?

"Recognize how much you don't know," says McIntyre. "You may have been a hotshot in school, but you can learn a lot about the business from your more experienced colleagues."

• Make your boss look good: Jeff Davidson, work-life balance expert and author of Breathing Space and The 60 Second Procrastinator, says staying on top of your work and making your boss look good is essential to getting ahead.

"The best way to make your boss look good is to handle your work efficiently and thoroughly. If your boss is fair, he or she will give you credit for the work, increasing your chances of promotion."

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