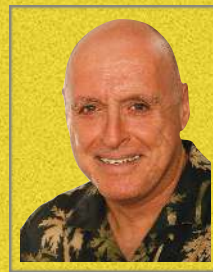


THE EXTRA POINT

BY JERRY ROBERTS



486 Find a Job or Project to Help You Step Up — Part 1

So you want to get ahead at work. One way is to show your willingness to do more. But do what? I'm Jerry Roberts and today we'll talk about ways to make yourself stand out with a little extra effort. That's next on The Extra Point.

Over the last couple of years the topic of standing out among other workers has been mentioned on several occasions. I've suggested that doing a little bit more can help you to get on the radar screens of the people who make the decisions on who advances in their career.

Whenever I get onto this issue some people say, "Okay, I can do more, but what should I be looking to do and who should I be talking to?" Let's answer those questions today.

1. Talk to Your Boss and here are the words to say. "Boss, I'm ready to accept more responsibility in addition to handling my current job. What I'm looking for are small projects the company needs done that I can do on the side. Does anything come to mind?" I want to go to him/her first and work within the chain of command. There's a good chance your direct supervisor won't come up with anything. Wait a week and check in again to see if they did.

2. If not, make the same pitch to your boss's boss. When you move up the organizational chart there is a better chance for finding small projects and tasks that have been thought of but never started — or started but not finished — which you can adopt. As well, in asking a more senior leader you may pick up better projects than your supervisor could offer.

3. You can wait another week and poke your nose into his/her office to see if they have something for you and if not, move on to the HR manager. This is a person who should know where these potential or abandoned projects are. You make the same speech.

4. Still nothing? Wait a couple of weeks and hit up the HR manager and your boss's boss again. This adds to their awareness of you and will get them thinking, "This person wants more and I need to find something extra for them to do." Be upbeat, energetic, and persistent. Eventually, you'll get an opportunity.

5. Another option is to see if anyone else in the organization is involved in a project and could use help to get it done on time.

If anybody asks the question, "What do you have in mind?" — and I've heard that one — answer this way: "I'd love to get my hands on something you feel has value, where I can show my abilities, learn something new, and become better equipped to move forward." You shouldn't have to say anything beyond that.

A side note to this, you absolutely must keep doing your existing job at a high level. If you don't and your primary work falls off, this will ruin the effort and cast a negative light on you.

You'll likely be tempted to spend more time on the more exciting work but fight that off and make sure you always first take care of what they're counting on you to do. I'll rephrase that... paying you to do. Cover that well and then get involved in the additional job.

When you do get a project deliver it well, then ask for more. You'll be redefining your image in the organization. More on this tomorrow, including perhaps the most important point of all.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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