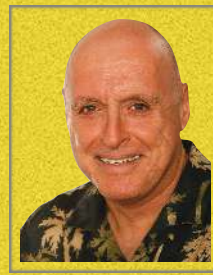


THE EXTRA POINT

BY JERRY ROBERTS



492 When You're Ready to Move Up in Your Career — Part 2

Today, a taste of what my paid coaching clients hear when they tell me they're ready for more. What to do when you feel it's your time to move up. I'm Jerry Roberts and that's coming up next on The Extra Point.

Yesterday we talked about having a good reason for wanting to advance in your career. It shouldn't be just about money, or the glory of a higher position, or even because you feel you're at a certain age and should be farther along than you are.

The best reason for wanting to move forward is that you hunger for a larger role and a bigger challenge. The thought of a change dominates your waking moments and grabbing a new opportunity feels as natural as your own skin.

If that's where you are or you're heading in that direction, here's what I share with coaching clients when they tell me it's their time.

1. Do not share the information with your team prior to gaining the new position. That will be a distraction for them and may inject some uncertainty into their lives over the future of the department and how that relates to their future. What if you start talking that you're trying for a new job and it takes six months or a year to get one, or longer? They don't need that. Keep it to yourself for now.

2. Use your experience as a teaching opportunity once plans are finalized. You'll be able to show them how to advance their career when the time is right. That's the best way.

3. Make sure your family is on board with the idea. You may need to work harder and longer preparing yourself for a new job, and afterwards. That impacts their lives, too.

4. Know your "why." Write down why you want this and refer to it often. That will keep you connected to your plan if you lose momentum

and start second-guessing your decision.

5. Tell the people who can or will have a voice in deciding in your favor. Supervisors, managers, the HR director, the chief financial officer, all the way to the CEO. Over a period of time, let the right people know that you're looking for an opportunity. Do this in person and follow up with an email to reinforce the conversation.

You want to be on the radar screens of anyone who may need to fill a position you might be interested in — or who has a voice in deciding who is selected. That doesn't always come straight from the HR manager or the CEO.

6. Start volunteering for special projects and extra duties. Play it like you're already at a higher level. Let your work ethic, energy, and contributions flash like a giant neon sign; so when a position does open up you become the logical first choice. Track record and skills are important no doubt, but at some point it becomes psychological and decisions are often made to choose one candidate over another for reasons beyond what a spreadsheet indicates.

Yes, you have to score there as well. Numbers and history count. However, when decisions turn because of a gut feeling — and that's what happens in many cases — it's where the game is truly won or lost. Make sure people know what you want. Then, show them who you are so they want you. So, are you ready? Download Extra Points #491 and 492, and then get after it.

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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