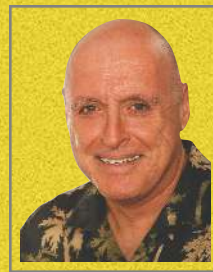


THE EXTRA POINT

BY JERRY ROBERTS



877 Qualities That Will Help You Get Promoted – Part 1

Today, information workers can use to be successful when hired. What are employers looking for? I'm Jerry Roberts, and coming up, qualities that help you to get further and do better, on The Extra Point.

Today and tomorrow, we'll talk about the qualities, the factors that impress employers. If you check off enough of these boxes, your chances of moving forward in your job and career are enhanced.

Let's get honesty, integrity, dependability, and being a responsible person out of the way. Yes, these are important, but I'm going to label things as basics. If you cheat in any way, goof off, take to hours of work and drag it out into a whole day, or even skip work — well, you fail the basics and should expect to be terminated.

Today, I want to focus on three qualities that really make a difference, and can influence your employer to promote you.

1. A powerful work ethic. Some employers want people to work hard. Some describe to as working smart. Others say to be consistent. If you do any of those things, you're a winner and your employer will want to make sure they keep you happy.

Do your work. Improve how your job is done. Do more than what's on your job description. Be willing to step in and help others. Add value to your coworkers, and your customers.

2. Be flexible. The workplace is constantly changing. Employers need workers who are adaptable to those changes, maintaining a high level of productivity.

Some employees are almost paralyzed by change, or they simply avoid it. This ends up slowing the organization's advancement, but there's more. It's a significant distraction. If you show you are flexible and roll with the punches,

this is a big advantage.

A sizable percentage of workers will grumble about change, while they do what they are asked to do. So, the question becomes...is it better to grumble and comply, or to show a positive attitude and publicly welcome the changes, putting some energy into it? That leads us to the last one for today.

3. It's that positive attitude I just mentioned. We all want talented people around us. We want people who get things done. We all want those things, but let's cut to the chase. It's simply a more pleasant experience when you work with people who have a positive attitude.

If you're around gloomy people all day long, that's going to be a tough place to work. If you're around gloomy people all day, then there's only one thing to do — you become the one with the positive attitude.

Perhaps you've heard me talk about being a D.O.E. — a dispenser of enthusiasm. I think every manager should be one. If you're enthusiastic, maybe that'll rub off on others.

A powerful work ethic, flexibility and adaptability, and a positive attitude. If you harness just one, you'll be ahead of the game. Do all three, and you'll be shifting your career into a higher gear.

We're halfway through our list of the qualities that will get you noticed and promoted. The rest come tomorrow.

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

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