

THE EXTRA POINT

BY JERRY ROBERTS



1134 Four “Cs” Will Make a Huge Difference in Your Career

If you're focused on career advancement, I've got a four-step plan to help you do just that. There's nothing fancy in this, and I believe you will move forward if you follow what I will reveal in moments. Four steps, four qualities, and I think success is guaranteed. We'll find out, next, on The Extra Point.

Here we go with four qualities one needs to get ahead in their career. Do you have them?

Number one is communication. You'll need good interpersonal skills. That includes being able to get your points across in clear and easily understandable language, both verbally and in writing, and be a world-class listener.

Research by Harvard University found that, over a 30-year period, jobs requiring a high level of social interaction have grown rapidly, while less sociable positions have declined.

Communication means connecting with people who may not communicate the way you do.

Do you have trouble getting on the same wavelength with certain people? You'll likely find more of them in your future, so you'll want to figure out how to connect better.

In today's workplace we have multiple cultures, generations, and styles. How can we reach all of them in a way that enhances productivity, as well as overall job satisfaction?

Number two is critical thinking. The ability to analyze large amounts of data, some of which may be contradictory, is a huge advantage in solving problems and making decisions.

You've heard me say it before, one of the best things anyone can say about you is that you're a problem solver. Critical thinking sets you head and shoulders above others when it comes to developing solutions.

This is a talent that gets the attention of senior executives, and enhances your reputation. Company leaders who are performance-driven want to surround themselves with smart people who can work a problem and get answers.

Number three is commitment. The first part of that is to do your job well, aligning yourself to the goals of your boss, which means the goals of your department or unit.

I believe it helps to be flexible, and to take on a little more work than what appears on your job description. I'm not saying you have to work 60 hours a week and burn yourself out.

That said, volunteering for a little more can set you apart from others. Still, it won't matter if you're not doing your regular job well. Make sure you're hitting a home run there before you take on anything extra.

The final point is congeniality. You can add a touch of humility as well. Be friendly, and show that you care about your coworkers. Doing so will earn you their trust and respect.

Communicate and connect well with others, especially people who challenge those skills. Learn to be a critical thinker, and be known as a problem solver. Commit to the organization and be seen as someone who can be relied upon. Finally, be nice, friendly, open, caring, and real. Do these four things well, and I believe you'll achieve success you may not have ever thought possible.

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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