

## Do you know what it takes to get promoted?

By Jeff “Chief” Urbaniak  
COLUMNIST ([www.AdviceChief.com](http://www.AdviceChief.com))

Are you stuck in a job or career where you’re not moving up? Where every time there’s a promotion, it goes to someone else? Do you know what it takes to get promoted? Perhaps you’re happy where you’re at and that’s okay. But if not, then read on:

It’s not uncommon when you first start out in your work life to start at the lowest level, gazing up at the boss or manager with reverence and awe. One day, inevitably, you will age, gain experience, and ascend to greater heights. Either that or maybe start up on your own. And for most people that’s about it. Career-wise they meander vaguely upward, often getting sidetracked and stopping at a level where they seem comfortable, coasting, and happy. And that’s it. Career over. Game over. If this is not what you want, then you need to find out what it takes to get promoted and make a plan.

It is paramount for you to study your field’s promotion system when you enter it if you want to profit from it. It is simply no use waiting for something to turn up, or for fate to take a hand and propel you upward by luck or chance. You have to seize the day and make your own luck. You have to know exactly how to avoid all clichés that negatively

affect motivation and elevate yourself within the system.

So, what is the promotions system within your industry? Do you know it? Have you studied it? Have you researched the background of others who have ascended to the top? If not chances are you’re relying on luck to get you somewhere. This may be fine and it may get you where you want to be but it is unreliable--sort of like playing the lottery in the hope it’ll make you rich and you can retire. It might happen but it’s not likely.

To get started, make a promotion chart:

- \* First, look upward to the most senior position (or the highest you could possibly expect yourself to aim for) and mark this.

- \* Now look at the lowest position and mark this.

- \* Now plot all the steps in between.

- \* Now mark your own place.

- \* Lastly, list the steps needed to get you from where you are to where to you want to be.

You now have a promotion chart and can cross off each step as you make it. Even if you’re choosing the entrepreneurial route, you can apply the same concept. Rather than using the highest position as your registration mark for ascension, you find the most

successful entrepreneurs and gauge them instead.

While making your promotion chart, you must also list all the skills, experience, and education you would need to achieve each step successfully. Next to this, you can add what you have to do to acquire these--where you must go, what you have to learn, what you need to study.

When you have everything written down, you can convert it into a long-term action plan. It may take five or ten years or longer and that’s okay because personal and professional development of this nature cannot be accomplished overnight.

Lastly, even if you get promoted to the top, never stop trying to develop as a person and professional. There’s always room to grow and things to learn! The moment you rest on your laurels is the moment you’re done growing. Don’t let that happen. Continue growing, all the way to your last day on Earth.

Our twenty-sixth President, Teddy Roosevelt, after passing in his sleep, had a bookmarked leadership book by his side. It was evident that a man, who served in the highest leadership position in the world, was still a man, on the last night of his life, trying to learn how to be a better leader!

~ The End ~