

By Jeff “Chief” Urbaniak
COLUMNIST (www.AdviceChief.com)

Is your career advancement at a standstill? Are others getting promoted while you get overlooked? When new opportunities arise in your work center, are others considered before you?

If you answered “yes” to any of these questions, then it’s time to look in the mirror and answer the following questions:

1) *Am I giving it my all at work?* Getting promoted often requires maximum effort. You know the real answer to this question and others perceive the answer. If it’s perceived you’re giving maximum effort then it’s believed you care. Bosses like to promote people who seem to care. If you’re lazy and show little initiative, it will be perceived you don’t care and you probably will never enter the minds of the decision-makers at promotion time.

2) *Am I doing an excellent job?* Typically the better performers get promoted. If the results of your performance don’t reveal excellent results, you probably won’t be promoted. If you don’t know what constitutes an excellent performance, then find out from your boss and know what he or she expects from you in order to be regarded as an excellent performer.

A good way to achieve excellence is to always strive to do a task or job better and/or faster than requested. This mindset gets and keeps you ahead. For example, if you’re asked to file documents, strive to get it done sooner

than expected (faster) and/or complete the task on time but maybe color-code the tabs (better than requested). These types of performances get you noticed by people who have the power to affect your work future. Maybe the division manager or president of the company will notice when you’ve gone beyond the call of duty. When top people witness you deliver time and time again, you’re almost certain to be promoted when opportunities arise.

3) *Am I competent enough to advance or be promoted?* Maybe you are doing an excellent job right now but you don’t possess the knowledge or skill-set for advancement. If this the case, you won’t have a ticket for the advancement train. It doesn’t mean you’ll be stuck at the station platform forever. If you get the necessary training and education you’ll have that ticket in your hand. Be sure, though, you update your résumé with your newly acquired qualifications and resubmit it to human resources or your supervisor for their awareness.

4) *Are my attitude and behavior positive?* Most people aren’t fond of chronic complainers or rude and inconsiderate people. These people are often left out of the promotion equation.

This doesn’t mean you shouldn’t complain about something--just unveil your complaint in a professional manner. Use feedback systems in place or discuss the matter privately with your boss. The wrong time to complain is during a public forum. And before you complain, evaluate the situation to see

if you can do something about it. Can you make a difference? Can you solve the problem? If so, then take action. A good friend of mine would always tell me: “Don’t talk about it, be about it.” Be the change you want seen.

5) *Do I do a lot of blaming?* Blamers aren’t the pride of the organization either. Be accountable for what you’re responsible for, and even if it’s someone else’s responsibility or fault, be willing to help rather than blame. Be proactive in helping resolve problems and issues rather than stepping back and pointing a finger. A blamer is always looking out a window, seeing the world as the cause of all problems. An achiever is someone who looks in a mirror instead, questioning how they can adjust their attitude or behavior to make the world a better place. Be the one who looks in a mirror.

Getting ahead in the world starts with you. Even if an obstacle to your advancement is a good ol’ boy hierarchy of which you aren’t privy to, you still can implement a strategy to please them without compromising your integrity. Even the majority of good ol’ boys appreciate people who make them money or make them look good.

So do your best to answer my questions. If your answers don’t jive with my recommendations, you have to time reflect and make a change. The key to a successful career is in your pocket. Do some unlocking and reveal your potential--I bet you have a lot to offer.

~ The End ~