



8 WAYS to be promotable

*No matter what the job, there are certain qualities that all top-performing employees share, according to job-placement expert Phil Blair, author of *Job Won!* Below are Blair's 8 ways to be promotion-worthy:*

1. Look and act promotable.

You've got a job, but unless you plan to make it the last job you ever have, think long term. Act like you're a man or woman on a mission, always prepared to take the next step, to take your career to the next level. Dress accordingly. In fact, dress for the job you want, not the job you have. Showcase your work when you can. Go above and beyond.

2. Create value in everything you do.

Don't just cross things off a to-do list. If you have a job to do, do it well. Commit your best effort to all tasks, large and small. That might be challenging at times, but people notice.

3. Be resourceful.

Think outside the box. If you're doing a job and you see a better way to do it, speak up (in a polite, respectful way). Anticipate problems and find answers before they're needed. Don't be afraid to do a little legwork, a little sweating before it's necessary. It will always pay off.

4. Get noticed.

There's nothing wrong with stepping up and stepping out: Volunteer for extra duties. Look for chances to be part of a team. Likewise look for chances to work with other departments, both to learn about that department but also to meet new people.

5. Stay informed.

Become an expert in your field. That includes staying on top of industry news and trends, company policies, and department memos. Read the company newsletter. Talk to others in the know. The more information you have at hand, the better prepared you will be when opportunity comes knocking.

6. Keep positive.

No matter what's going on, remain level-headed, upbeat, with your eye on the prize. There are always ups and downs but focus on the long term. If you have a temper, it is *your* responsibility to never show it at work.

7. Be a team player.

This is about more than just getting along with others or telling a good joke. In meetings or group efforts, you want to be seen as a valued contributor who offers feedback, meets deadlines, and gets things done—all for the common good. Know your teammates, their strengths, and strive to make them look good too.

8. Conduct effective meetings.

The best way to not get anything done is to call a meeting. That's a little harsh but meetings are probably the most abused aspect of the workday. The best meetings are short, sweet, and to the point. If you're calling the meeting or running it, make sure you have an agenda and stick to it. Make sure only the people who need to be at the meeting are there. Stay on point. Allow everyone to speak who wants to speak, but keep them focused on the subject. Try to complete all of the tasks of the meeting before the meeting ends. If that's not possible, assign action items with due dates.