

**Topic of this program: Perpetual Career Management**

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**Session Six:**

*Contributing More and Practicing Job Search Skills*

Hello, and thanks for listening! My name is Ford Myers, and I would like to welcome you back to Career Success Audio. This is session number six of our program, “Perpetual Career Management.”

In session number five, I discussed two career success behaviors, which included, “Offering to help people in your network even though they may not be in a position to help you back;” and “Looking at new jobs and investigating other opportunities even if you’re not job-hunting at this time.” In this lesson, I’m going to introduce the two final items that Perpetual Career Managers should always be doing to achieve their objectives.

9. Always ask yourself, “how can I contribute more?” As we said earlier in this program, doing a good job simply isn’t good enough. The people who land the best jobs and move up in the organization are the ones who clearly demonstrate their value to the organization in measurable ways – every day, every week, every month. So, don’t just do your job. Don’t wait around, hoping to be given more responsibility. Instead, grab it every chance you get. Step forward and volunteer for more work – especially on those “high profile” projects! Try to establish your

reputation as the “go to” person in your department or company; the one who rises to the occasion and always gets the job done.

10. Practice your interviewing, negotiating and related skills on a regular basis. Don't wait until a career crisis arises to polish your job-seeking skills. You never know what's going to happen. While you can expect the best at work, you should be prepared for the worst. I have seen the benefits of “always being prepared” with many, many clients in my practice. This type of client can literally shave months off her job search by remaining “up to speed” with these fundamental skills. So, start practicing – with a friend, with flashcards, with a tape recorder, or with a career consultant – whatever works best for you!

Here's a powerful example of what can happen when you make it clear that you want to take-on additional responsibility and contribute more to your company's success. During the first 18 months at his job, my client, Steve, had become a solid performer – but he was starting to feel almost invisible at the company. He did a fine job, and his employer was pleased with his performance – but Steve wanted more. So he made-up his mind to do whatever he had to do to expand his scope of responsibility and gain a higher profile at the firm. Steve adopted only two new behaviors – and this made all the difference in the world!

The first thing Steve did was to ask all his co-workers for additional projects and “spill-over work” that they couldn't handle. Some of these assignments were high visibility, and sure to get Steve noticed.

The second thing Steve did was to make a monthly list of all his professional tasks and accomplishments. He sent this document directly to his boss on the last day of every month. But there was no response. Then, on the 8<sup>th</sup> month of the year, Steve's boss sent a message, inviting him to an unanticipated meeting. Within the first 15 minutes of the discussion, Steve had been promoted, received a substantial raise, and was heartily thanked for contributing so much to the company's success. This honor catapulted Steve's job and career to an entirely new level – and he has never looked back!

Here's what you can do to start leveraging success strategies number nine and ten:

- Make an appointment with your boss, and tell her that you'd like additional responsibilities. Tell her that you'd like to make her job easier if possible. Walk up to a few colleagues, and ask if they need any help. Look for high-profile projects, and volunteer to get involved. And then do a great job – every time.
- Ask a management-level friend to conduct a mock interview with you, and see how you do. Take note of where you need help, and find the resources you need to improve your performance. Read a book on negotiation, and try-out the techniques the next time you transact a business deal. Commit to becoming an expert in interviewing and negotiation, and then practice, practice, practice!

In the seventh and final session of career success audio, I will tell you how you can actually apply all these critical behaviors in the real world, and take your career to a whole new level. Don't miss it!