

Promotion Checklist

Section 1: Deliver On Goals With Integrity	
Deliver On Your Goals Consistently	Ensure you deliver the big things and the rest will fall into place – print out your major goals and refer to them weekly to check if you made any progress against them.
Be Crystal Clear On Goals	<ul style="list-style-type: none"> • Know the outcome • Measure the outcome • Know the timeline
Deliver On Your Goals The Right Way – Integrity	<ul style="list-style-type: none"> • You need to be patient and consider other people’s viewpoints and situation • Never ever cross the line by being too intimate or personal • Never discriminate against religion, gender, color, lifestyle, education or anything in any way • Never be rude or dismissive • Never ever, ever RAISE YOUR VOICE
Build Trust With Your Manager	Building Manager Trust Tip: Don’t just ask what to do, simply state the problem and what decision you think is the right one, if they agree or tweak it a little you build a bond of a trust.
Section 2 – Team Dynamics & Relationships	
Build Trust With Your Team	Building Team Trust Tip: Make each interaction with others positive and they will not have a word to say against you. It only takes one bad interaction to start a cycle of mistrust within a team.
Help Others Succeed & Build A Following	Helping Others Tip: Take some time to look around the team to see who is struggling with their tasks. Approach them and offer your assistance in a respectful way.
Take On Mentoring Roles For New Team Members	Coaching Tip: Speak to your manager and let them know that you are willing to help onboard new team members to help settle them in and introduce them to the team.
Do Not Do Politics Or Play Favorites	Avoid Politics Tip: Train yourself to not engage in gossip or discussing others behinds their back. If you get dragged into a conversation like that, politely excuse yourself from the discussion, people will quickly get the message about your level of professionalism
Develop Job Mastery	Job Mastery Tip: Make continual learning a way of life. To be great at your job take the time to learn from the best at work, and also develop your own skills outside the team. Research professional training courses and take advantage of Podcasts, Audiobooks, and books to expand your horizons and knowledge.
Take The Tough Jobs	Taking the Tough Jobs Tip: If you think the job is highly likely to fail, specify this clearly to your manager. e.g. “This has a 20% chance of success, but I will take it anyway.” If you succeed then you are a hero against all odds, if you fail, well, they were warned.

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Section 3 – Personal Attributes For Success

Be Super Prepared For One On One Meetings	One On One Meeting Tips: When the one to one meeting happens, it is 5 minutes of “Hi how are you, how are the family” and then 25 minutes of powering through 10 different topics. No time wasted and maximum results. Your boss will love you for that.
Punctuality: Be On Time	Punctuality Tip: Make it a point of pride and personal integrity to always be on time.
Be A Good Oral Communicator	Oral Communication Tip: If you seriously want to grow your confidence and engagement the single best way to do it is by joining the not for profit organization Toastmasters
Be A Good Visual Communicator	Visual Communication Tip: Keep your visuals to mostly images and diagrams, not pages of text.
Be Positive & Speak With A Smile On Your Face	Positivity Tip: A big smile and a firm, energetic and friendly voice do this with every one of your co-workers
Share A Little Humor	Humor Tip: Keep it clean and light-hearted
Attend Team Meetings & Speak Up	Team Meeting Tip: Be ready for the team meeting, have at least one topic to raise on the round-table and be a speaker regularly on the fixed agenda. This does not mean speaking just for the hell of it, make it meaningful and value adding, and you are on the right path.
Be Focused On The Job At Hand	Focused In Meetings Tip: If you need to get to a solution or outcome in a certain timeframe, be structured in the planning for the meeting. Plan the right time and include time for questions. Do not try to solve world peace in a one-hour meeting.
If You Raise A Problem - Suggest A Solution	Solution Tip: Take time to organize your approach and suggest solutions
Build Your Work Network	Build Your Network Tip: Attend work functions, team lunches and the occasional evening out. Rotate who you go to coffee with during working hours and be friendly and chatty at the water cooler.
Be Committed	<ul style="list-style-type: none"> • Commit to the quality of your work not the quantity of hours • Show your commitment through supporting your team to be successful • Commit to helping your manager be successful and achieve business goals • Demonstrate your commitment to the business by suggesting ways to improve the product, service or even productivity

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Continually Develop Your Skills	Self-Development Tip: Plan where you want to go in your career and choose the best method for attaining the knowledge you need.
Get A Mentor	Get A Mentor Tip: Simply by asking someone to be your mentor you will have paid them a huge compliment and you will go up in their estimations. Seeking a mentor is a sign of ambition not of weakness.

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Section 4: Promotion to Team Leader or Manager Tips	
If You Want To Lead Do It Before The Promotion	Leading Before The Promotion Tip: Lead from the front but bring your team with you. Challenging tasks can be simplified by bringing others on the journey, involve them and give them kudos for helping and you will gather a following.
Demonstrate You Can Make Good Business Decisions	Business Decision-Making Tips: When you need to justify anything to management you will need to have the ROI argument well thought out. If you have planned ahead you will get what you need.
Ask Your Boss What He Thinks You Need To Improve To Get A Promotion	Tip: Ultimately this is extremely valuable information as it will probably be your boss that awards you that promotion.
Tell Your Boss You Want A Promotion	Tell Your Boss Tip: No one knows better than the person awarding the promotion what the entails.
Lack Of Opportunities - Make Your Own	Lack Of Opportunity Tip: If there are limited opportunities you may need to look outside your team or even find a company that is experiencing strong growth. Eventually, your time will come.