

LifeMapSM



"LifeMap is a navigational tool to help you on your path towards personal and professional success. Our belief is that you can achieve a more rewarding career, a more productive organization and a more enjoyable and abundant life."

March 7, 2006

This Week's Message:

**Boosting Job
Performance – on
your own.**

Paths Forward

Resources

**Have Dr. Paul speak
at your next meeting
or conference.**

Greetings!

Boosting Job Performance – on your own.

An email came in a couple weeks ago from Carol J. in Ohio (thanks, Carol) with the following comment and question: "dr. Paul – In January my manager gave me a positive, annual performance evaluation (and a fair raise.) During our meeting he added that he wanted me to "really stretch myself" in the coming year. Recently he has taken to tossing out comments to no one in particular such as "we've got to ramp it up around here" and "we've got to drive this business to the next level." Has he just read one of those "how to" management books or is this is possible sign that this business is on shaky ground?"

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Obviously I don't know what's up with this specific boss or organization but Carol's question highlights an important point. We don't always get the kind of personalized feedback and concrete suggestions that we need to help us really boost our job performance. And before we start beating up on Carol's manager let's realize that he might not be getting much more than buzzwords or vague motivational phrases for guidance and feedback himself.

If you find yourself in a situation where you are not sure of what to do to improve your job performance here are a half dozen solid strategies you can try. But, at all costs, do not just sit tight and wait hopefully for someone to tell you what to do.

Paths Forward

- **Gently push your manager**

for specifics about performance. Make sure that you are tackling those tasks he / she views as most important. If you are encountering obstacles ask for suggestions, ideas, ways to improve.

- **Observe who is getting recognized**

and /or promoted in your organization. What are they known for? How have they gotten ahead? Create an opportunity to make their acquaintance and, hopefully, pick their brains, get their input, enlist their support.

- **Don't ignore what I call "good citizen" work habits.**

In pursuit of larger goals we sometimes lose sight of the workplace basics that strongly affect our reputation in the organization. Be open to the suggestions of others. Always deliver what you say you will. Be on time for meetings - it shows respect for other people's time. Don't gossip and try to shut it down when you hear it. Stick up for the little guy. Own your mistakes and share credit where you can.

- **Raise your profile.**

When you have your day-to-day tasks under control, volunteer for opportunities to work with folks from elsewhere in your organization. Task forces with members from other sites, cross-functional work teams, training seminars, social committees are all opportunities to meet and network with others, learn about their roles and get a better

understanding of the entire organization and opportunities that may lie elsewhere.

- **Look for ways to improve your job.**

You're the person who knows your job best. Are there shortcuts you can suggest, process improvements you can try, new resources you've identified? Caveat: before making any major changes to your job be sure to run them by your boss along with your rationale and preliminary findings.

- **Always be filling your toolbox.**

No job stays the same nor should you. Whatever skills you acquire, whatever expertise you develop, whatever knowledge you put into your brain belongs to you. Make the most of every opportunity to build your skill base through workshops, seminars, training courses and continuing education. No matter how satisfying your current job is, keep filling your toolbox with skills for the future.

LifeMap is about helping you make the most out of today as you prepare for the challenges and opportunities of tomorrow.

dr Paul

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Resources

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Someone you know job hunting or thinking about it yourself?

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Have an issue or question you'd like Dr. Paul to address in a future edition? Send an email to the email address list below.

To ensure that LifeMap is delivered to your inbox, please add drpaul@drpaulpowers.com to your address book or list of approved senders.

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Sincerely,

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