



“HR Intervention”

keynote follow-up

Major Takeaways

- 1. Dress a little better than you absolutely have to.** It will never hurt you to dress a little nicer than average, but it might hurt your career if you consistently dress a little worse than average. We all know that we're not supposed to judge a book by its cover, but every single one of us does.
- 2. Show up on time every day, do what's expected of you, and at least once a week (ideally once a day) do one thing that needs to be done that nobody asked you to do.** Showing up on time every day will put you in the top 50% of your company. If you do all three, you'll be in the top 10%. Guaranteed.
- 3. Do not talk about your coworkers on Facebook or Twitter or anywhere else for that matter.** It won't stay there, and your career will almost certainly stall if you become known as a perpetual gossip.
- 4. Treat others the way you'd like to be treated.** It's old, boring advice, but it's still good. Alternatively, you can go one better and treat others the way they'd like to be treated.
- 5. Clean up whatever messes you make in the breakroom and everywhere else.** I was lying before – they won't actually clean themselves.
- 6. Turn off your phone during meetings.** The world will survive without you for 30 minutes, and your meetings will go faster and be more productive if everyone is paying attention. Besides, none of us is as good at multi-tasking as we'd like to think.

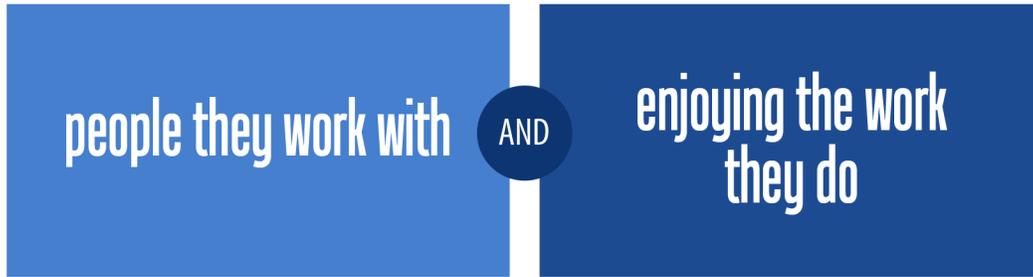


7. **Only send emails to the people who need to read them.** And maybe read through what you write before you send it, if you can spare the 14 seconds that'll take.
8. **The Internet is not a toy.** Except that it mostly is. So use the non-toy parts at work and the YouTube parts at home.
9. **Don't shout, scream, yell, or bellow at your coworkers.** Because I'm pretty sure nobody's ever said, "I wasn't going to agree with you until you started shouting, but now I can't wait to comply with your every wish!"
10. **Try to remember that people who are different than you are not inherently wrong.** They are just different than you, with different skills that are not necessarily an attack on your skills.
11. **Don't touch anyone anywhere ever.** Except on their hands, but not both at once. Remember, if you have to ask if something is OK, the answer is NO!



Professional Development Statistics

The two most important factors in determining a person's job satisfaction



(Sources: Time, TinyPulse)

45%

of people believe they are not paid what they're worth. However,

44%
of women

48%
of men

have never asked for a raise!

Of the ones that do...

85%

get some form of additional compensation.

(Source: Accenture)

Professional Development Strategies

Interested in advancing your career? Here are some things you can do right now:

- 1. Ask your supervisor for extra work.** If you want a promotion, it will almost certainly involve more responsibility. So if you take the initiative to indicate that you can handle more responsibility, you'll put yourself on the short list for consideration for the next promotion.
- 2. Show up on time every day.** I know I mentioned this in the main takeaways, but it's also a great strategy. The differences between an average performer and a top performer are often very small, and consistent punctuality is an easy way to show others that you're more motivated than the average worker.
- 3. If you have a great idea but can't get anyone to agree to let you try it out, go ahead and try it anyway.** As long as it's something you can try without interrupting anyone else's job. If that's the case, then you have nothing to lose. Because if it works, you can show your results to your superior (or their superior) and impress them with your drive and creativity; and if it fails, then you can pretend you never tried in the first place.
- 4. Ask to attend a conference or to take a continuing education class.** You'll notice a 'take the initiative' theme running through all of these suggestions. This one will prove your interest in improving yourself, which is exactly the kind of ambition that companies are always looking for in their future leaders.
- 5. Ask someone you respect to be your mentor.** One of the best ways to move forward in your career is to learn from those ahead of you. Every one of those people are where they are because someone (or several someones) helped them get there, and most of them will be happy to return the favor to someone like yourself.



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