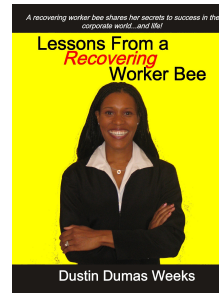


# Index

- Presentation survey link
- Presentation notes
- Select questions asked during presentation by topic
- Contact



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## PRESENTATION SURVEY LINK

Please take a moment to fill out the five question survey on the presentation [here](#).

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## PRESENTATION NOTES

### **You Have Accepted the Position, Now What?**

*Presented at the Forte Foundation's MBA Women's Conference by Dustin Dumas Weeks*

### **Presentation description:**

Congratulations! You have accepted the perfect position and are ready to go. Now, learn how to stand out from your colleagues while keeping your career goals intact. Dustin Dumas Weeks, career expert and author of [Lessons From a Recovering Worker Bee](#), will provide the insight and tools to: help you get noticed by your managers, ask for what you want, and thrive in the workplace even when things do not go as expected. This interactive session will leave you with tools to navigate the hazards of the corporate environment while maintaining work-life balance.

### **Work-Life Balance Myth**

First, the perfect work-life balance scenario is a myth. What you should strive for is a healthy work-life balance and that balance is how you define it. If you are comfortable working a 12 hour day and spending three or four hours on personal activities then that is a healthy work-life balance for you; however, it is unrealistic to think that you can work 12 hours at work and then spend another 12 hours away from work pursuing your interests, being with family etc. Determine what the best balance is for your lifestyle and make that fit into your daily life.

Some strategies for creating a healthy work-life balance are:

- Schedule professional and personal activities as far in advance as possible. Before accepting a position, let managers know of regular appointments you have.
- Share these dates with your manager, preferably on a shared calendar. It is not important to share the exact purpose for being out of the office unless it is a professional event (industry board meeting, attending a class, etc.)
- Be flexible and use common sense.
  - Ex. If you have a standing appointment with friends every Thursday evening but you are needed to perform research before a board meeting, skip the social event and perform the research.
  - Be a team player but do not allow others to take advantage of you

## Continuous Education

Your professional development is key for being considered for promotions and raises. The best way to do this is to stay current in your field and demonstrate how your continuous education ties in with your current position and how it helps the company's bottom line.

Some strategies for developing a continuous education path:

- Be proactive
  - Research what skills are needed to get to the next level in your career
  - Speak with people who currently hold the position you would like
- Discuss education options with management
  - Let your manager know the next position you would like to hold
  - Allows your manager to suggest appropriate classes
  - Informs your manager that you are positioning yourself for a promotion
- Create an education plan
  - Determine what classes or skills you need to receive the promotion or salary increase you desire
  - Act. Do not allow the plan to grow to where it seems unlikely you can or will do it. Keep it simple.

## Technology is Your Friend, If Used Correctly

Learn about the newest technology. You do not have to adopt every new technology but you should be aware of them.

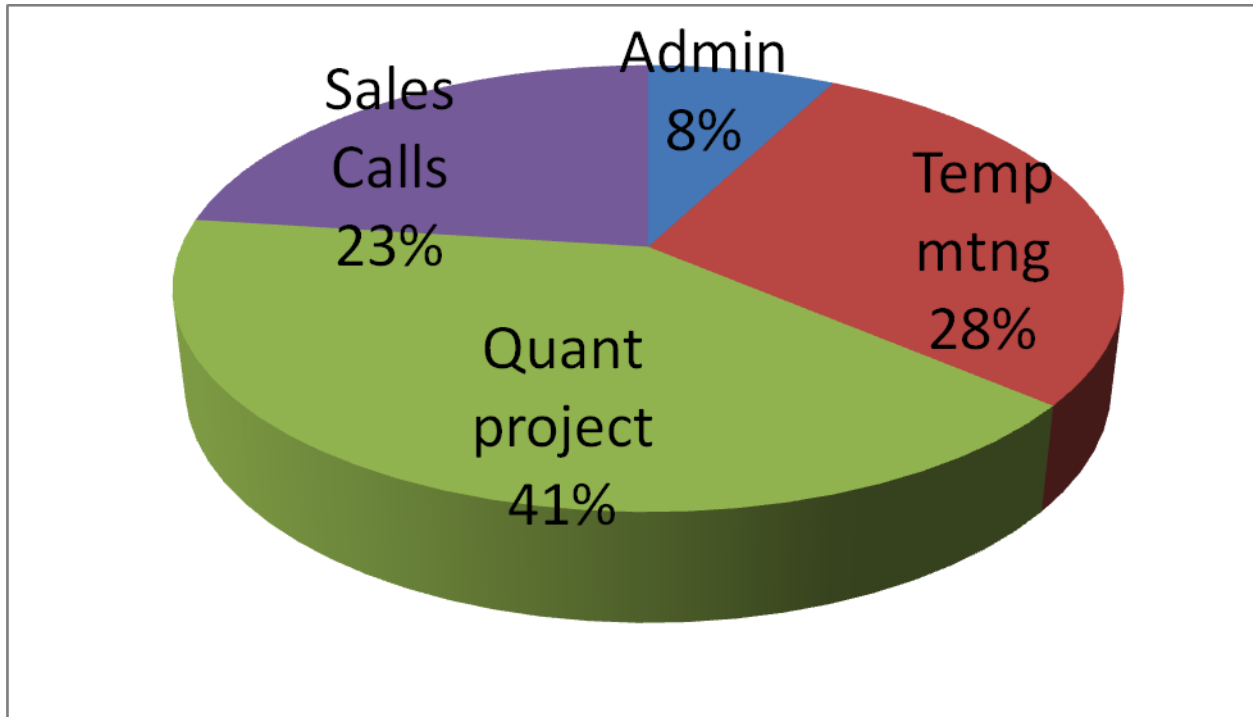
- Use technology to become a better and more valuable employee
- Social networking sites are not just social anymore
- Twitter, blogger, Facebook and MySpace are used by respected professionals all over the globe
  - The economist, the Wall Street Journal, time and Fortune are a few respected publications that use social networking
  - They allow for real time discussion of current topics VS waiting for a white paper to come out on the same topic
- Never put anything you would not want publicly displayed on the Internet, period.
  - Password protected material can, and has been, compromised in the past (ex. Twitter had all of its direct messages (DMs) exposed earlier this year
  - If you have to think about whether to put something on the Internet, don't.
- Be part of the discussion: Participate and lead
  - Participate: ask questions and join the conversation
  - Be the leader: start a blog, Tweet on Twitter in your area of expertise, do something that shows you are the expert in your area.

## Toot Your Own Horn

- Do not hope that your manager will notice that you are a wonderful worker, tell him or her!
- Meet regularly with your manager
- Stick to the facts
  - Tell what you accomplished
  - How did you effect the bottom line
  - Never, ever criticize a colleague in order to make yourself look better, you will do exactly the opposite
- Use a time management system to keep track of your accomplishments (see chart below)
- Why do this?
  - Allows you to keep track of your time
  - Allows you to account for the projects you accomplished in addition to your regular duties
  - Keeps you organized and makes it easier for your manager to see your accomplishments
- Tips on how to reverse engineer your accomplishments
  - Look at your calendar over the course of a week, month, etc. to determine where you are spending most of your time
  - Look at sent and received emails to determine how you are spending your time
  - Look at phone logs, caller ID, etc. to determine who you are talking

<b>June 26</b>	<b>Time</b>
Met with marketing team re: promotion for Tyson account	8:00 - 9:30
Checked email and returned phone calls	9:30 - 10:00
Did feasibility study on the J & Y merger	10:00 - 12:00
Presented to group progress on the Tate account	12:30 - 1:30

## Qtr 1



### Ask For What You Want

- If you want to be considered for a promotion or a raise, ask for it
- Never assume that your manager knows your professional goals. Discuss career goals with your manager
- Put it in writing. Understand what is required to be considered for the next promotion, raise, etc.
- If you feel like you have been passed over even after you have done everything you feel you could, then assess the situation and make a decision and act.

### Take Risks

- Volunteer to take on the task that no one else wants to do
- Volunteer for projects with high visibility
- Do an excellent job, not just a good job
- Take international assignments
  - Companies are becoming more and more global and your experience with international companies will set you apart from our colleagues
- Caveat: always let your manager know the outcome
  - Communicate your accomplishments or Toot our own horn
  - How did you affect the bottom line?
  - Did you meet the deadlines of your current job while doing the extra project

## **Deliver Value, Always**

- Your goal should always be to exceed expectations
- Understand the big picture of a project
- Anticipate what is expected next and deliver
- Never miss a deadline because you are trying to gather more data and exceed expectations
  - Deliver the information requested by the deadline
  - Let the person who has requested the information know that you will be providing additional information at a later date

## **It's Not Always Going To Be Fair**

Regardless of how stellar your performance has been, there will be situations where you feel like you have been treated unfairly and can do nothing about it; however, here are some strategies to help you overcome these situations.

- Consider the situation a learning experience and temporary one at that
- Do not dwell on the situation, it will only make you resentful
- Control what you can. You may not be able to control the situation but you can control your reaction
  - Speak with your manager to determine where you can improve
  - Create a plan to change the situation
  - Act! Take actions that will get you to where you want to be in the future

## **Have a Sense of Humor**

- You can always find someone or something to disagree with at work, don't
- Do not take yourself too seriously
- If you can laugh at a situation, then you are doing fine!
- Will this matter in 20 years?
- Caveat: if there is a serious problem, contact human resources or your manager to manage the situation

## **Review**

- Continuous education
- Technology is your friend
- Toot your own horn
- Ask for what you want
- Take risks
- Deliver value, always
- It's not always going to be fair
- Have a sense of humor

Being able to manage all of the topics above will ensure that you spend your time more efficiently at work and will have more available free time. Managing your time at work helps you maintain a healthy work-life balance.

## Final Thoughts

- You and only you are responsible for your career
  - Strive for a healthy work-life balance, not a perfect one
- 

## Select questions asked during presentation by topic

### *International assignments*

***More and more countries are using English as their primary language. Is it still as important to learn a language as it was 10 years ago?***

Absolutely! Anything that sets you apart will afford you more professional opportunities. In addition, many countries may have English as their primary language but there is still an advantage to being able to communicate with a person in their own language. In addition, if you are living and working in a country, and you learn the native tongue; you will assimilate much easier into the work environment.

***Are international assignments important?***

Yes, and probably today more so than in the past. As companies become more and more global, it is important to be able to deal with work with people from different backgrounds. The skills learned while on an international assignment are vast and transferable to other industries so taking an assignment is a win-win situation. I would urge graduates to take the opportunity to take an international assignment regardless of whether it is one month, six months or for a longer period of time. The goal is to gain international experience.

### *Performance reviews*

***How can I diplomatically ask why a colleague of mine was chosen over me?***

You can't without sounding like you are whining that you should have been chosen. Rather than focus on why your colleague received the promotion, focus on what you have to do going forward to reach your goals. Your career development is all about you and time spent during an evaluation talking about a colleague is less time spent on you! Always focus on yourself and ask what you can do to improve your chances for being chosen for the next promotion or raise.

***My manager is disorganized and unprepared for performance evaluations, what can I do to make a good impression?***

Keep details of your accomplishments since your last performance evaluation. Be prepared for your meeting and make it as easy as possible to direct your manager toward your accomplishments since your last meeting. Show her or him what you have accomplished and how it has helped the company overall or on a local level.

Although you should keep detailed information of your accomplishments, present your information to your manager at a much higher level, such as the pie chart used above. It allows your manager to see how you are using your time and what you have accomplished at a glance. Your goal is to make it as easy as possible for a manager to see quickly that you are doing excellent work and that you should be considered for that next raise or promotion.

***How can I manage impressions and perceptions during very short rotations during my first year on the job? I won't have long with one manager before I go to the next one.***

Treat your rotations like mini jobs and keep the communication channels open with your manager by having regular updates. Obviously, the intervals are going to be shorter than a position where you are there for a longer period of time but maintain open communications even if you cannot meet face to face. At the very least, send a brief email explaining what you are doing and updating on any accomplishments. You want a reputation for being proactive and for open communication. This allows your manager to know what is going on in case changes need to be made on a project. In addition, with shorter rotations, managers talk among themselves and you want to be known as a professional capable of excellent work.

***Maintaining work-life balance***

***I will be starting a professional job for the first time ever in my life. How should I approach handling my personal and professional schedule?***

A good online calendar is a great tool to have for several reasons:

- You can share it among both colleagues and friends alike by setting the appropriate permissions.
- You are able to view it anywhere there is Wi-Fi capability
- You can see appointments over the course of a day, week, month or year.
- Allows you to adjust your schedule accordingly. For example, if you have a month-end closing meeting that conflicts with a regular personal appointment, you can reschedule the personal obligation to stay flexible for your company.

***Dealing with ambiguity***

My manager often gives me projects that are very open ended and with little or no directions. How should I approach such projects?

If your manager gives you no direction on a project, then you make a decision as to how it will be approached. Part of being a leader is being able to make a decision so have several alternatives and have a strong justification for those decisions. When meeting with your manager always bring more than they expect to the table and definitely be able to back up your decisions.

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***Contact:***

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Lessons From a Recovering Worker Bee book - [www.recoveringworkerbee.com](http://www.recoveringworkerbee.com)

Sign up for the Recovering Worker Bee newsletter: Receive career advice, tips and info on upcoming events [here](#).

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