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# Put yourself on the Radar

## **Get noticed at work**

Here are a few tips on how to make yourself visible as a performer in the company and hopefully, identified as a potential candidate for that promotion.

## **Make yourself visible**

Does your boss know who you are and what you do? This may sound like a silly question, but don't assume your boss is aware of your accomplishments. Remember that when managers choose candidates for a promotion, the visible performers get noticed first.

## **Get to know your boss**

Think of ways to help your superiors look good to other managers. Support them in the best way you can. You will be sure to get noticed and appreciated.

## **Establish credibility**

Establish yourself as an honest, hardworking, and responsible employee. Show that you can work independently and wisely even when the bosses are not around. Earn your superiors' trust.

## **Be even more productive**

Get your job done better and faster than ever before! Exceed expectations. Hard work is fine but results get noticed and remembered.

## **Take initiative**

Establish some goals for yourself. This will help you produce better results, deal successfully with deadlines and ultimately enhance your credibility.



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## **Be flexible**

Can you adapt to new and different situations quickly? If not, work on being more flexible. Take a course or participate in any outside or company sponsored activity that will add to your expertise. Be open to new projects and additional responsibilities.

## **Stay optimistic**

Just as smiles are contagious, so too is optimism. Nobody, especially bosses, likes a pessimist who undermines the office morale. Remember, good morale is essential to a successful working environment. If you positively influence those around you, you will be seen as a valuable employee.

## **Speak and write well**

Communication is the key to success in business. Clear speech is mandatory for successful presentations; poor speech detracts from the message being delivered. The ability to write succinctly and directly is also important. Good writing skills can be learned. There are many books and courses available which can help you improve your communication skills significantly.

## **Become a team player**

Demonstrate that you're committed to the company, not just to your own personal goals. Remember, if you can work well with others, your boss will recognise that you can cooperate as part of a team.

## **Market yourself**

What kind of image do you project? Is it one that exudes success and motivation, or does it show that you're merely going through the motions? Make an effort to dress appropriately and smartly for work. This will imprint a lasting and positive impression on your superiors.