

How to Standout on the Job

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Standing out on the job can seem daunting. Obviously, the message you want to send to your boss is:

- I'm a leader.
- I am someone to watch.
- I am likable.
- I am trustworthy.
- I deserve a promotion.
- I belong on your team.

Ensuring that you are conveying these things to your boss takes diligence and staying focused on some simple principles. In fact, they are rules to live by if you want to stand out and be taken seriously. If you overlook them, your boss may overlook you.

- **Work hard.** The easiest way for you to be noticed is to be industrious and hard working. Do what it takes to get the job done, even if it means you are the last to leave at night. While you don't want to make a regular habit of working late or on weekends, there will be times when a Herculean effort is required.
- **Learn from your mistakes.** Don't make the same ones over and over. When the boss points out a problem, rectify it. If it means taking a class on presenting, time management, emotional intelligence or anger, sign up. Don't make excuses. Otherwise, problem areas will hold you back.
- **Be a go-getter.** Look for opportunities. Volunteer. Take on new tasks. Serve on committees. Chair events. Don't be complacent. No boss really notices a 9–5er. Do more than you are asked.
- **Don't fight it.** Your company may change directions frequently to survive or thrive. There

will be new leaders, new owners and endless re-organizations. Take these in your stride. Adapt and life will be easier.

- **Make friends, not enemies.** Stop whining or gossiping. Ultimately, it will be your downfall. Stay positive. Smile. Look, act and talk like you enjoy what you do.

Your boss wants you to succeed. That's why you were hired. It's important for you to stand out, and when you do, the boss will take notice and recommend you to others. You will rise in the organization.

***Question:** What additional points can you add to stand out? What has helped you to be successful. We're interested in your reaction to this article. Click here – to comment on this article, share your concerns or ask questions. Judy will respond to all questions.*

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