

**How to Get Promoted,
Boost Your Income,
Fast Track Your Career and
Increase Your Opportunities**

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It's proven that people who get promoted, boost their incomes, advance their careers and increase their opportunities are people who are able to navigate the work place effectively, have superior leadership skills and have strong networks.

This is the reason this guide has been divided into 3 sections, Navigating the Work Place, Leadership and Networking.

If you focus on and develop these 3 skill sets it will help you to get promoted, boost your income, fast track your career and increase the amount of opportunities that will come your way.

So lets get started.

Section 1. Navigating the Workplace

Not all companies are the same and each one will have a different company culture. In any organization you need to be able to get along with your co-workers.

When you work with people you will build relationships. Some relationships will be stronger than others. You will

be able to be open and trust some people more than others.

But even those people who you do trust may in a weak moment betray your trust. Sometimes there are certain things that are better not to share with your co-workers, even people you work with closely.

So you need to be careful what you say to your co-workers or later on it may come back to bite you causing damage to your career advancement and relationships with others.

Here are some things you should never tell your co-workers.

You Hate Your Job. Keep it to yourself if you hate your job. Never tell your co-workers how unhappy you are. You'll just sound like a whiney little baby. Besides, it won't do any good and can't help them to know. Just look for a new job on the side.

You're Not Thrilled with Management. Never mention this out loud or let anyone hear you say this. People talk. When management finds out you will be in an extremely awkward position and will be labelled as not being a

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team player. Remember you still have to continue working there until you find another job.

You're Looking for a New Job. When you've made the decision to leave and are actively job-hunting, keep it to yourself. Only let your co-workers know after you accept a new position. Do not say anything to them before then or your whole department may find out sooner than you want them to.

You Feel Your Job is Beneath You. If you feel this way it won't do any good telling others and no good will come out of it. In fact, it can only make feel others worse because now they could also feel like their jobs are not challenging enough which don't require much intelligence, skills or knowledge. It won't make them feel very good about themselves.

You Break the Rules at Work. Sometimes you may fudge a bit on your lunch hour or coffee break. Or you may have called in sick when you went to the season opener. Don't admit to this, say nothing. Stuff like this has come full circle and can bite you when you least expect it.

You're Planning to Transfer to Another Department. Keep hush about this. The very last thing you want is your boss and supervisors to find out that you want to

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leave their department. You won't be in a very comfortable position and how do you explain not informing them of your intentions?

Head Hunters Call You All the Time. This can be good for your ego but can work against you when it comes to jealous co-workers, especially if they're not also getting called. Never let them know you're high in demand and on recruiters radars, it can only lead to unnecessary friction in the work place.

Sharing Your Long Term Career Plans. It's advisable not to reveal your long term career plans especially if it involves stepping away from and/or giving up your current job. You'll may be viewed as not being committed and dedicated to your company or your job and possibly make your co-workers feel bad about their limited goals.

You're Dating Your Co-worker. Workplace romantic relationships can be tricky at the best of times. Don't let on and never boast about or advertise it until you're sure of the relationship. Once it's a sure thing, it's advisable to inform your boss directly before they find out about it from one of your fellow co-workers.

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You're Personal Financial Situation. Never reveal your personal financial situation to anyone no matter how good or bad it is. Let others talk about theirs if they choose to reveal their finances. If you're doing better than them, jealousy can set in. If you're struggling financially, you become fresh meat for the gossip mill. Either way you're in a no win situation. Just don't give them anything to talk about.

Section 2: Leadership

Companies promote people who have leadership qualities and strong potential. The smartest thing that you can do is to show that you are a leader.

The stronger leader that you are and the greater the potential you have, the better your chances are that you will be promoted, be given the next opportunity and will move up the corporate ladder.

Leaders have several important qualities that separate themselves from the rest of the pack. Below you will discover the best leadership tips that will help advance your career.

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Treat Your Job Like it's Your Dream Job. Always show a high level of interest and have energy and enthusiasm for your job. Accept every job as your dream job, even if it's not. People can tell if you want to be there.

Have a Positive, Can Do Attitude. You are in complete control of your attitude, how you think, feel and how you react. Being positive in the work place enables you to take full advantage of opportunities when they arise. Eliminate all forms of negativity from your mind and feelings.

Be a Role Model. Be a person that others look up to in high regard, who want to model their principles and behavior after you and seek to emulate you. This can be achieved by the example you set, the standards you set, your own actions, your behavior and how you conduct yourself in the work place and in life in general.

Maintain a High Level of Integrity. A high level of integrity defines a leader's genuine character. Integrity is built on honesty, a strong value system, trust and a code of conduct.

Your integrity will allow you to build and establish an honest, sincere and genuine connection with others.

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Others will be drawn to you because of your integrity. They will trust you, believe in you, be loyal to you and follow you because of your integrity.

Practice Humility. Humility is an attractive quality found in true leaders. It's found not only in their words but more so in their actions, how they treat others and how they carry themselves. Humility and modesty makes you open, approachable and accessible to anyone regardless of their position in the work place.

Be a Team Player. A strong team player in the work place builds, develops and invests in mutually beneficial relationships. They give of themselves, their time, their knowledge, their experience, their skills and their ideas. They help, teach and mentor others to make them better thus becoming leaders in the work place.

Take Initiative. Being proactive and taking initiative are qualities that are valued in the work place. This will separate you and make you stand out from the rest of the pack. It will show that you are committed, disciplined, are dependable and can be relied upon by others.

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Embrace Challenging Projects. A leader is a calculated risk taker who looks for opportunities and challenges in the work place where they can take charge and add value to the organization.

They prove their value through their focus and their proficient problem solving abilities. They take on challenges and projects that others don't want and shy away from.

Seek Out a Mentor. A mentor can provide invaluable guidance, advice and can share their hard-earned wisdom towards you advancing your career and reaching your professional goals.

A mentor can help you avoid career pitfalls and costly mistakes. They can help speed up your professional growth and success. A mentor can also be an invaluable resource to connections and opportunities within and outside of your current organization.

Become a Thought Leader. When you become a thought leader of your industry it strengthens your reputation, people look up to you and you gain respect.

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Becoming a thought leader requires you to be up to date and knowledgeable about your industry. It requires staying on the cutting edge, developing your own unique insights and sharing your thoughts and ideas with others around you and in your industry.

Always Keep Learning. Knowledge and learning are crucial to career advancement. They add value and increase your worth as an individual and benefit your organization.

When you are learning, increasing your knowledge and expanding your skill set you are continuously growing as a person. It's your responsibility to make this happen. So always keep learning, improving and growing. Don't settle for anything less.

Section 3: Networking

Networking and more importantly connecting with people is absolutely critical for advancing your career. You just never know who is connected to whom in your network and how you can help others or how others can help you out.

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Strategically build a strong network within your department, company and industry. Build the type of network where you can draw on for advice, help and even contacts when you need it.

Networking is the most effective way to bring yourself closer to where you want to be. Below you will discover some of the best networking tips compiled anywhere.

Form a Networking Plan. As with life, always have a plan. Break it down into activities, like making 3 new contacts a week. Set aside and dedicate time every week specifically for networking.

Stay accountable and have a support system by reporting to a friend or set up a buddy system where you support each other.

Make Networking a Daily Habit. Make a habit of networking, connecting, re-connecting and/or solidifying a relationship with one person every day. After it becomes a habit without you even thinking about doing it, then incorporate it in to your daily routine. The more you do of it, the better you will get at it.

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Start with Your Existing Connections. Start with your warm connections first. Get in touch with and re-connect with old friends, ex-colleagues and former school mates.

This way you're not reaching out and approaching complete strangers. It also gives you a chance to speak to a warmer, more comfortable audience to practice on before you approach people you don't know.

Have a Good Relationship with Your Boss. Do your job well. Take initiative. Be a problem solver. Ensure you have a good relationship with your boss.

When opportunities arise within your department or else where in your company, it's always good to know that you can count on your bosses support and recommendation.

Get to Know Key People in Your Company. Build relationships across departments. Make a list of key people in your company who could be of strategic benefit to you in the future. These could be supervisors, department heads, managers etc.

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Be a Team Player. Be nice to everybody. Treat everyone with respect. Get on well with your co-workers. Be open, helpful and supportive. Be well liked, approachable and easy to talk to.

Treat others how you would like to be treated. People remember how you treat them and others around you. This will be beneficial to you when you need help, support and allies in the future.

Build Strong Relationships. Get to really know people and connect with them. Build rapport. Get to know more about them and their business. Make sure that you have made enough of a connection that they will actually remember you when you call later or see them the next time.

Continue to build strong relationships with them over time. Earn their respect and trust. The relationships you build now could be beneficial to you down the road.

Recognize Others Achievements. Give people the recognition they deserve and the credit due when it's warranted. Recognize others achievements and accomplishments directly and also publicly if you can.

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When you speak well of others achievements and accomplishments, people take notice, remember it and will remember you. You will be seen within your company that you're a true team player who supports others.

Never Eat Alone. Make lunch time beneficial to you and use it to your advantage. Try to eat lunch together with a different colleague every day. Try not to eat lunch with the same people each day. Use this personal time strategically, getting to know and gradually building strong relationships with them.

Participate in Training Events / Join Committees.

Participate in any training events and try to sit on any committees your company offers. It is a great way to interact and gain more exposure to your colleagues within and outside of your department benefitting you, them and your company.

You will be able to interact with them on a personal and professional level which will help to build trust, strengthen your relationships and expand your networking opportunities.

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Become a Project Leader. Leading a project team is an incredible leadership opportunity within any company. It allows you to interact, build and strengthen your network with colleagues from within and outside your department.

Find and Enlist Your Sponsors. It always helps to have someone powerful and influential in your corner to ascend the professional ranks. Sponsors have the power and influence to open doors for you and provide you with exciting new opportunities.

Sponsors actively look out for your professional interests and seek out new opportunities for you. They put their name, reputation and influence out there to ensure the right people are aware of your accomplishments. They strongly recommend in no uncertain terms that you be promoted, given a raise or the available opportunity.

Volunteer. Consider holding volunteer positions in various non-profit, for profit organizations and sitting on boards of community organizations. This is a great way to increase your profile and to also meet other highly visible, influential and connected individuals.

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Volunteering allows you to broaden your professional associations by providing access to new networks that may not have otherwise been available or considered.

Participate in Shared Activities. When you participate in a shared activity like volunteering in community organizations or on a board with the person you're networking with, it provides the both of you with an opportunity to not only get to know one another but to also build trust, confidence and a real lasting relationship with them.

Attend Networking Events. When attending a networking event don't make the mistake of wasting precious, valuable time only socializing with people you know best and are comfortable with.

Quickly touch base with them and then go out and actively search out and approach new contacts. Your goal is to connect with them, leaving a lasting impression while all the time trying to find out of how you be of help and service to them.

Follow Through Quickly. Good follow up is essential in networking. Use a follow up timeline that is appropriate

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to each situation. Never let a good lead, contact, referral or opportunity die on the vine because you were too lazy or inattentive to follow up.

Your follow through efforts and actions are a direct reflection on who you are. They reveal to everyone involved how serious you are and how much you respect and appreciate what they have done for you.

Diversify Your Network. An insular network consisting solely of your industry will only limit your connections. So it's always best to diversify your network.

To ensure you're building a network rich in social capital, reach out and cultivate powerful brokers and "connectors" or those individuals who can connect you with people that you never would have met otherwise.

Practice Inbound Networking. These days, everyone and their mother are vying for the attention of the most successful and influential people. To achieve this your best strategy is to make them come to you.

For this to happen you need to make yourself interesting enough that they will choose to seek you out. Some

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ideas to become more interesting are to write articles, write a book or start a blog. The more interesting you become, the more you'll stand out, the more that powerful, influential people will want to seek you out.

Become the Center of Your Network. Become the center of your network where you are the hub and your contacts are the spokes. But don't make the mistake of being insecure where you try to overtly control complete access to your contacts.

Rather, be discriminating and selective in introducing appropriate people to each other. Schedule permitting, periodically bring different people together anywhere from 2 - 3 times a month. Do it over breakfast, dinner, a pot luck, Friday at 5 drinks or coffee or a Meet up group.

Become a Connector. Help others out. Be a Giver. Find ways how you can be of service to them. Connect two people who you think may benefit from meeting. Pass on a job lead or opportunity to someone in your network. Provide helpful information that others may benefit from. Refer them if you can. Follow through with them for feedback.

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Your relationships will deepen when you help people to connect. When you help others without expecting to get anything in return, people will notice, appreciate, be grateful and will remember you in the future.

Find Your "Super-Connectors". Keep in mind that a disproportionate amount of contacts and opportunities will come your way through a relatively small number of contacts.

These are your Super-Connectors. So focus and concentrate on these individuals who will provide you the greatest return on your time invested in networking and connecting. It will pay you back big dividends down the line.

Expand Your Resource Base. It's important to not only establish but also to expand the depth of your networking base. The quality and depth of people you know can be incredibly beneficial when the need arises.

Develop strong, in-depth relationships with others so that if you ever need their opinion and advice you will be able to call or write them to draw on their personal experience and perspectives.

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Build Powerful Networking Communities. As important and effective as it is to build bridges and be the connector between disparate networks, it is even more important to build powerful networking communities.

When you form a networking community you ensure that your contacts get to know one another, thus, exponentially increasing everyone's overall connections and opportunities.

So hold events like periodic meet ups and get-togethers for 8 – 10 of your different contacts each time. With time they will all get to know one another. Introduce them, let them mingle and discover new people all the while helping your networking community expand and flourish.

If you found this guide beneficial and helpful to you, please share it with others.

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I wish you every success in your journey through life.

Thank You !

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