

# Who Really Holds the Key to Your Career Success?

by Mike Mitchell

Have you ever wondered what it takes to achieve career success? I'm sure you've seen an employee with very little experience or talent breeze up the corporate ladder surpassing their co-workers who have much more knowledge, skill, and ability. If you've been passed over for a promotion or haven't received the rewards you may deserve, now is the time for you to take control of your own career success.

## 3 Keys to Taking Control of Your Career Success

• **Be Visible** – The top-rated TV program Cheers advertised itself as a “place where everybody knows your name.” Is your company a place where everybody knows your name? If not, start seeking opportunities to introduce yourself. You have to be noticed to be promoted. Here are a few ways you can take action to increase your visibility:

- Volunteer for special projects or events, especially high profile projects.
- Join a committee or intra-company athletic team.
- Look for opportunities to give presentations and show off your expertise.
- Work out in the company gym; you might find an influential workout partner.
- Eat lunch in the cafeteria; this is a great place to make connections.

I recently read the story of one man who usually exercised in the company gym during his lunchtime. One afternoon when the gym was unavailable, he decided to eat lunch in the company cafeteria. There he was introduced to his division vice president. He rearranged his schedule to have lunch at the same time as the VP everyday. After a few months of occasional conversation and building rapport, the VP asked him to manage a very important project that eventually lead to a substantial promotion.

• **Communicate Effectively** – You are always communicating, so polish your listening and speaking skills. Every time you answer the telephone, respond to an email, or interact face-to-face with a co-worker, you're communicating more than just words. You're communicating your ability to actively listen to another person, make your point, or answer a question in a logical, concise, and thoughtful manner.

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Someone once said, "Make your words sweet, you may have to eat them later." Your words are important and so is the attitude with which you say them. You have complete control over your attitude. Use it to enhance your conversation, not to detract from it.

- **Help Your Co-workers** – To control your career success, find a co-worker who needs help on a project or task and lend a hand. Helping others is a great way to establish relationships and gain experience. You also get the added benefit of raising your visibility. All it takes is a little time but its well worth the effort. You could open doors of opportunity for yourself while making life a little easier for someone else.

Even though you may have been a victim of career injustice, using these 3 keys can get you back on track. You are the one who holds the key to your career success. Unlock the door and make good things happen for yourself.