

20 Powerful Tips for Career Growth

1. Do more than is expected of you. Prove that you're capable of handling more responsibility. Volunteer for special assignments.
2. Take initiative and do what needs to be done, before being asked.
3. Learn the skills you'll need to advance. Take advantage of on-the-job training, but don't rely exclusively on that. Consider taking (and paying for) skill-enhancing courses on your own.
4. Be loyal to your boss, your team, and your company. (Yes, you can be loyal without being a "brown-noser.")
5. Be patient and don't expect to be promoted without demonstrating your abilities over time.
6. View the big picture and understand your company's mission. Find ways to help them accomplish it.
7. Save money for your company by identifying ways to boost revenues, reduce expenses, or streamline processes.
8. Offer solutions to the problems you must take to your boss.
9. Show respect to everyone — superiors, peers, subordinates, and especially customers.
10. Don't be afraid to say "I don't know." If you don't know something, say so; don't try to fake it. Find the answers you need.
11. Take responsibility for your actions. If you're at fault, admit it and take the blame. If you're wrong, apologize.
12. Never gossip. Gossip can hurt the careers of two people: the person being talked about, and the person doing the talking.
13. Never say "That's not my job." Don't think you are above anything. Pitch in and set a good example, especially if the job is one that nobody else wants to do. Your willingness to do so will be noticed and appreciated!

14. Share the credit. People who share credit with others make a much better impression than those who take all the credit themselves.
15. Ask for help when you need it. Don't let a difficult task get out of hand. When you need help, ask for it — before things get worse.
16. Keep your dislike to yourself. If you don't like someone, don't let it show. Never burn bridges or offends others as you move ahead in your career.
17. Don't hold grudges. Life isn't always fair. If you were passed over for promotion, didn't get the project you wanted, etc., let it go. Be gracious and diplomatic, focus on the future and move on. Harboring grudges won't advance your career.
18. Be humble. When you're right, don't gloat about it. Never say "I told you so!"
19. Make others feel important. Compliment others, emphasize their strengths and contributions, and help them whenever you can. They will enthusiastically help you in return.
20. Join associations and professional organizations (like this forum) related to your career. In addition to helping you learn more about your industry, this can provide invaluable networking opportunities. (Which might come in handy if your employer isn't promoting?)