



# Leadership Lite

HELPING PEOPLE AND ORGANIZATIONS LOVE WHAT THEY DO!

## Surefire Ways To Get Promoted

Wouldn't you like to know how to secure an upcoming promotion? Imagine being able to tap into your supervisors thought processes and learn what it takes to get promoted. These tips will enable you to understand more of what bosses look for as they make their promotion decision. Stand out and you'll find yourself in a new role by doing the following:

### Do the right thing.

Supervisors likely promote those that do the basics well. In other words, do the right thing when it comes to showing up on time, not gossiping, and treating everyone with respect.



### Set your mind on the big picture.

One way to get promoted is to think like the owner with a long-term vision. The big picture is important and your supervisor will note you are thinking ahead rather than just about the day to day tasks of the company.

### Play nice with others.

No one likes to work with someone who is difficult to get along with. Work hard to be a team player. Your boss and coworkers will appreciate it and respect you more.

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## SWITCH: HOW TO CHANGE WHEN CHANGE IS HARD

Authors Chip and Dan Heath explain the two different systems which rule our minds and compete for control. The rational mind wants to change something at work; the emotional mind is comfortable with the existing routine. In *Switch*, learn how to overcome this tension to achieve successful change.

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## Organizing By Priority

**A time management skill to help you be more productive**

Start the new New Year off on the right foot and get in the habit of organizing and prioritizing your day. You will become **more** productive. This is a proven simple way to saving time, being organized and increasing productivity.



Before leaving the office for the day, or first thing the next morning, make a list of everything that needs to be done. Next, prioritize your list.

Give each one an **A, B, C, D** or **E** priority mark.

**A** – Must be done first – very important. Serious consequences if you do not get it done. Often this is a task you don't want to do and have procrastinated to get done. Think about the sense of accomplishment you will have once it is complete. In addition, you get to check it off your list.

**B** – A 'should do' task with mild consequences. (Never do a **B** task before **A** tasks are done.)

**C** – Nice to do, but no consequences whether you do it or not. Has little or no affect in your work like. (Most people spend half of their time here.)

**D** – Something you can delegate. This frees up your time to work on the **A** tasks.

**E** – Eliminate all together and it makes absolutely no difference. It may have been a higher priority task previously but is no longer important.

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# One Minute Ideas

## Top New Year's Resolutions



Did yours make the list?

1. Spend more time with family & friends
2. Exercise regularly – get in shape
3. Lose weight (one of the most popular)
4. Quit Smoking
5. Enjoy life more – become a happier & healthier you
6. Quit Drinking
7. Get out of debt – get a handle on finances
8. Learn something new – career change, new language, how to's
9. Help others - volunteerism
10. Get organized – reduce the clutter in your life ❖

Source: Tripsavvy.com

*"Success is the sum of small efforts, repeated day-in and day-out." ~ Robert Collier*



Our goal is to collaborate with you to understand where you and your company want to go and design the best way to get you there. We help our clients select and develop high performing talent.

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For results you can count on contact Talent Trust at 513-675-2422, or [KLoeffler@TalentTrust.net](mailto:KLoeffler@TalentTrust.net) [www.TalentTrust.net](http://www.TalentTrust.net)

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Be present when the workload gets hard rather than shirk from the responsibility.

**Take initiative whenever you can.**

If you want to get promoted, then you'll want to be seen as one who takes initiative. Accept tough assignments, don't complain, and give your all to the tasks you are to handle. Your boss will be looking for someone who is willing to step up to the plate rather than one who must be asked repeatedly to help.

**Be a leader.**

Promotions often go to the employees that are considered leaders. You can show your strengths by extending advice, a hand, or your skills to assist others. People will take note when you have expertise in a variety of areas. Lead by example and be sure you follow the company's policies and procedures.

**Allow your passion to be evident.**

You are hungry for advancement and passionate about the company. Make sure that you allow your passion to shine through your work each day. Don't be shy to let people know you want to lead, grow, and advance your career in ways that benefit the team.

**Networking is the key to your success.**

Spend your time networking with the people that can help you learn more about the role you hope to secure. In other words, try and find team members that have been in that role before or supervise the person who has that position. Networking will enable you to learn more about the role which will give you a better chance to secure the position. ❖

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Remember, not everything has to be done today. However, if you have several **A** tasks, give them a priority too. **A1, A2, A3**, etc... **A1** being the most important and the task you should tackle first.

Practice discipline and start working on your **A** tasks right away. ❖

**Focus on results.... Not activity!**

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**"ORDINARY PEOPLE THINK MERELY OF SPENDING TIME. GREAT PEOPLE THINK OF USING IT."**

ANONYMOUS

