



Raise Your Profile at Work

Sometimes, it is not sufficient to be good at what you do. You have to be SEEN to be good at it too. Here are 15 things that you can NOW to raise your profile at work and get noticed by those with influence.

1. Refresh your image in some way. A change in appearance makes people notice you. Make sure that you 'look the part'.
2. Introduce yourself to one new person each day, and find out what they do.
3. Become an unofficial spokesperson for your company on external discussion/networking sites.
4. Give feedback to those who help you out, or organise meetings that you attend. Let them know what you found particularly useful and why.
5. Make sensible suggestions about how your work area could be more productive, efficient, fun etc. Make sure that you think them through and offer to implement your ideas so you manager has no extra work to do.
6. Offer to buddy or mentor someone new to your department. Not only will this help them and the department, but you will build relationships and could find useful new insight too.
7. Revisit your personal development plan. Update it, and make sure that you review your progress against key goals every month. The best way to be given new opportunities is to maximise the ones you've already got.
8. Volunteer for extra tasks. Be the first to offer to do things, and do so with enthusiasm.
9. Sign up to a trade/technical journal and keep colleagues informed of latest thinking by circulating copies of articles or e-mailing relevant links to them.
10. Step out of your comfort zone, and volunteer to do something a little scary. Whether it is presenting at a meeting, or giving bad news, fortune favours the brave. You never know what will happen until you try.
11. Make your manager's life easy. If a project has lots of 'admin' things that need sorting out, take care of it so that they can focus on the big things.
12. Always deliver on your promises, and point out that you have done so.
13. Reduce the number of e-mails you send by 20% and replace them with phone calls or face to face meetings instead.
14. Attend social nights out, even if only for a while. Let people see another side of you.
15. Say 'thank-you' to those who help you out, or do a good job for you. We rarely get thanked for doing our jobs, and showing that you have noticed makes people feel motivated.