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## *a MESSAGE from SYLVIA*

### **TAKING THE MYSTERY OUT OF JOB PROMOTIONS**

Interested in getting a promotion at work? At one time or other during our careers most of us want to move up. It's how we are wired. I've felt that way



several times over the course of thirty years. We like to be stretched and challenged to add spice to our lives. Perhaps we crave a larger sphere of influence, greater status and prestige, or simply more money. Maybe we want expanded opportunities to use our talents and serve more people. Whatever the reason, the majority of us eventually become dissatisfied at our present level. Our job duties and/or compensation package are no longer enough. The problem lies not in our desire for a promotion but in knowing how to land it.

I talk to lots of "clueless", frustrated people.

Let me remove the mystery for you: Getting a promotion isn't about just

doing more of what you are already doing. It isn't even about improving your game. It's about doing the right things your organization needs. It's about proactively demonstrating that you are eager to grow and ready to make a bigger contribution. Candidly speaking, go to work each day and act like you're there in the next position. When I was student teaching during my senior year in college, my mother used to tell me to dress for the paying job I sought. Well, that same advice applies here. Live like you got the promotion you want.

My feature article below digs a bit deeper into this topic. If you are serious about being promoted at work, take a look at the five steps you must implement now to achieve your goal.

*Sylvia*

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## FEATURE ARTICLE

### 5 STEPS TO LANDING A PROMOTION

If you imagine yourself functioning at a higher level within your organization, follow these five steps and see what happens:

- 1. Decide what you want and why you want it.** Get clear about the kind of job you'd like next. Identify the next obvious step for you on the career ladder. Do some soul searching to connect to the reasons behind your desire. It's nearly impossible to achieve something if you don't really know what that something is and what it means to you.
- 2. Make a plan to get it.** Start by educating yourself about the skills required for the position you want. Clarify how you are different from your competition and figure out how to communicate that uniqueness. Determine the strategic relationships you must build or nurture to pave the way for moving up. Keep your eyes open for job openings that appeal to you. Set the intention that you actually can accomplish your goal. Establish a time frame for landing a promotion.
- 3. Enhance your skill set and broaden your experience.** Assess the

gaps, then sign up for online or campus courses to increase both your technical and soft skills knowledge. Stay up to date in your field. This is an investment in you, your future, and the organization that employs you. When appropriate, share what you are doing and the benefits to it. Volunteer to take on a task or project that temporarily removes you from familiar, safe waters. Seek a mentor.

- 4. Communicate your desire to persons of influence.** Your boss is probably one of these people. Tell him/her about your career goals, and ask for support. Together you can create short and long term performance objectives that are designed to get you where you want to go. When a position that interests you becomes available, ask for it. Yes. You must make the request. Remember that people are busy and preoccupied with many concerns. Your promotion is not necessarily one of their top priorities.
  
- 5. Add new and different value where you are.** One of the best ways you can add value in your current job is to become known as a problem solver. Constantly think about useful responses and reasonable solutions to complex, troubling questions and issues. Work autonomously, treat people fairly, help others to succeed, and make as few mistakes as possible. Prove your competence. Remain focused on the organization's bigger picture, and regularly express yourself accordingly. Others notice. All of this helps you to stand out from your colleagues.

In summary, understand that these strategies cannot guarantee a promotion for anyone. But know this: If you implement them in good faith on a daily basis and don't give up, eventually you're likely to get precisely what you say you want. I've seen it happen over and over again!

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## What Clients Say

*If you want to continue to grow after having been in a management position for a long time (or have held many management positions), tap into Sylvia Hepler's skills and knowledge. She is able to focus on what you think you*

*need and will support you during your advanced development. In the months I spent with Sylvia I found myself rethinking the challenges that my job brings to me. Then I was able to assess how each important project could be addressed in a way that was a win-win for me, my staff, and the organization at large. If you are looking for a fresh way of thinking about yourself and your professional responsibilities, consider working with Sylvia. You will not regret your decision.*

Ann-Marie Sawyer  
Director, Education, Training, and Development  
Holy Spirit Health System

## Offers and Opportunities

### FREE PHONE STRATEGY SESSION

Contact Sylvia to schedule a FREE 30 minute phone strategy session to discuss your interest in seeking a job promotion. During that confidential call she will listen to your unique circumstances and provide guidance around how you can move forward in the process. Email Sylvia at [Sylvia@launchinglives.biz](mailto:Sylvia@launchinglives.biz) or leave a voice mail message at 717-761-5457.

## RESOURCES

Lexi Schuh's *How to Get the Promotion You Want in 90 Days or Less*

*Get That Promotion* workbook Mind Tools

Norma Carr-Ruffino's *The Promotable Woman* 2004

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## TIP

Identify one thing you can do right now to add more value to the contributions you already make in your current job.

This “thing” may be expressing a much needed creative idea, lightening your boss’s load, volunteering for another project, or holding yourself to higher professional standards. On a different note, it may be toning down a negative personal behavior. While any and all of these suggestions can be effective, choose one and focus on it for the next thirty days. Observe and evaluate the results. You may be surprised!

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## Where in the World is SYLVIA?

On March 13, 2013 Sylvia will present a ninety minute workshop entitled: “Upgrading Your Career: 5 Strategies to Make It Happen” to Lebanon Valley College alumni. This highly interactive event, held at the college in Annville, PA, will identify and discuss five strategies to boost overall career satisfaction and current job performance both short and long term. The primary purpose is to help participants to see the reality of where they are now, show them what is possible, and provide necessary insights to close the gap.



Join Sylvia on these social networks!

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## About This Ezine

This Ezine is 1) to provide readers with valuable FREE content which contributes to both personal and professional growth and 2) to invite them to take next steps toward working directly with Sylvia.

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***Launching Lives Ezine*** is dedicated, above all, to “building people ... building businesses.” ©2010, 2011, 2012, 2013

## About SYLVIA

**Sylvia Hepler**, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Colorado and a participant in extensive continuing education opportunities with several executive coaches of national notoriety, Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She has also created products that augment her coaching services. For more information contact:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at 717-761-5457

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## Launching Lives SERVICES

**Launching Lives, LLC** is a full service career development company for executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How

can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching is the SOLUTION to any of these issues.

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