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Click for section: [Features](#) [Offers](#) [Resource](#) [Tip](#) [Where](#) [About](#)

a MESSAGE from SYLVIA

The Power in Visibility

Some of you may find it hard to believe that in the first dozen years of my professional career I didn't really want to be seen. For the most part, I kept my head down, put my nose to the grind stone, and just did what I was told. That wouldn't fly in most jobs today, but the late 1970s and 80s were a different era.

Laying it on the line, back then I hadn't yet discovered the value in being seen. Even after I did, I still chose to hide for a while. Then a light bulb went off in my mid to late thirties. I realized that, in order to make a notable difference at my job and in the community, I needed to be visible. Despite my fears I was going to have to step up and step out.

Today I'm delighted to say that my slow but conscious efforts to increase my visibility completely changed everything! Quantitatively, I accomplished more at work. Qualitatively, I impacted more people more deeply. I found that authority figures took me more seriously. On the person front I got to know

myself a whole lot better. And most exciting yet? In 2008 I stuck my neck out



and started a business. Nine years of calculated visibility helped me to survive and thrive. I've learned there's power in visibility. Have you?

[*back to Ezine top*](#)

FEATURE ARTICLE

15 Tips for Increasing Your Visibility at Work

Want to augment your overall value at work? Want senior leaders to recognize why YOU need to stay on the payroll? Try any or all of the tips below and watch what happens:

- Stand tall. Slouching makes you appear insecure, insignificant, and small.
- Sit in the front row of a classroom arranged meeting space. Dare to be seen.
- Greet people as they enter the room. Be recognized as a friendly face and voice.
- Ask meaningful questions during conversations and meetings. Provide evidence that you are thinking.
- Announce your name and title before you address a large group. Help people to remember you.
- Include action words in verbal and written communications. Refrain from using passive language in most cases.
- Express your ideas freely. Let people know who you are by volunteering solutions to problems and offering enhancements to project processes.
- Praise people publicly. Be the one who willingly and graciously shines the limelight on others.
- Connect with persons of influence. Give these folks an opportunity to get to know you and what you can do.
- Talk about business naturally. Learn to be comfortable with the topic and incorporate it in many conversations.
- Speak often and openly about team goals, strategies, and outcomes. Demonstrate leadership interest and skills.
- Offer to help your colleagues when they are overwhelmed or struggling. Become known as supportive, generous, and kind.

- Tell people what you do with pride. Show them how you fit into the whole.
- Seek a promotion *before* you have all of the preferred competencies. Raise your hand and express your desire to embrace more responsibility.
- Communicate your career vision to decision makers. Let them know what you aspire to achieve over time. Plant seeds in their minds.

Invisible or visible? You get to choose. Just know the first comes with a price and the second with more benefits than you'd ever imagine. How cool is that!

[back to Ezine top](#)

What Clients Say

After my boss informed me that I would need to start giving project overview presentations to our team, I hired Sylvia Hepler to help me get over my fears. I'd always considered myself to be a bright guy, but I admit that I prefer to work quietly in a cubicle. I'm not comfortable being in the limelight.

During my ninety day coaching engagement with Sylvia I learned that adequate, detailed preparation was key to managing my jitters. We actually prepared the first presentation outline together. My boss's reaction blew me away! He told me in front of the group that he was sorry he hadn't asked me to do this sooner.

Finally, I felt noticed and significant in a brand new way! It was great.

-- George T., National government agency, MD

[back to Ezine top](#)

Offers and Opportunities

Free Teleseminar Just for Women

On September 19, 2017 Sylvia will conduct a free forty-minute teleseminar (just for women) entitled “The Skill and Art of Receiving: How to Get More of What You Truly Need and Want.” This is not a crash course in time management; it is a very personal conversation about shifting your paralyzing mindset in order to make different choices. For more information and to register, [click here](#).

[back to Ezine top](#)

RESOURCES

This Time, the Resource is YOU

Think about your professional life over the last three to six months. Allow yourself to recall at least one occasion when you deliberately chose to be visible to others and there was a positive outcome. Let yourself relive the situation. Permit yourself to experience the emotions you felt in that moment. Remember how people responded to you: Their facial expressions, their body language, their words. What contribution did your visibility make to someone else, to the team, to the organization at large? What wouldn't have happened if you'd decided to hide?

[back to Ezine top](#)

TIP

Identify one way you can increase your visibility in order to advance the work and help to fulfill your organization's mission. You may choose something from the list in the feature article above, or you may think of something else. Whatever you decide, do it today. Don't wait. There's a lot depending on YOU!

[back to Ezine top](#)

Where in the World is SYLVIA?

On September 18, 2017 Sylvia will be the featured speaker for the Harrisburg Chapter of the American Business Women's Association during their regularly scheduled monthly meeting to be held at the Radisson Hotel and

Conference Center, Camp Hill, PA. The topic selected by the program committee is: “Your Likeability Factor: The Foundation to Your Professional Image”.

[back to Ezine top](#)



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About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

Back issues are [available here](#). Send an email by [clicking here](#) to manage your free subscription. Sharing content with attribution is encouraged as is forwarding the Ezine email. Include launchinglives.biz in your list of safe senders or friends, depending upon your email software, to be sure you receive the monthly emailed issues.

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[back to Ezine top](#)

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 Golden,

Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

[back to Ezine top](#)

Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and 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 may be the SOLUTION to any of these issues.

[back to Ezine top](#)

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