

# 10 TIPS

## for a Successful Career

1

### CULTIVATE YOUR SKILLS

- Early-career, hone your position-specific skills.
- Mid-career, nurture your management skills.
- At the top, grow your business acumen and strategic capabilities.

2

### BE PRESENT

- Show up and be on time.
- Really listen to people.
- Take time to get to know people.

3

### BE DELIBERATE

- Demonstrate your value in all that you do.
- Leave your legacy with every project, team, and job.
- Build and constantly refresh your brand.

4

### FIND CHAMPIONS

- Do what you love and share your passions with others who have the same goals.
- Look for people—from all aspects of your life—who can help you reach your goals.
- Be good at what you do to earn the support of others.

5

### SOLVE PROBLEMS

- Focus on solving issues important to your organization or boss.
- Align solutions to business strategies/goals for relevancy and better impact.
- Know when to seek advice or a different perspective.

6

### TAKE RISKS

- Go outside your comfort zone.
- Push yourself to try new things and meet new people.
- Seek out growth opportunities throughout your career.

7

### BE YOUR BEST ADVOCATE

- Own your career development.
- Consistently deliver high-quality work.
- Don't wait for people to notice your great work—show them.

8

### FACE REALITY

- Seek honest feedback.
- Get the skills you need for the job you want.
- Don't over-stress about every turn or detour; your career is a marathon, not a sprint.

9

### ALWAYS BE LEARNING

- Treat every setback as a learning opportunity.
- When you get knocked down, dust yourself off and get back up—people will remember your recovery more than your setback.
- Gather the information you need to make educated choices about your career.

10

### BE YOURSELF

- **You are awesome, so don't try to be someone you're not.**
- **You are enough.**