

FOR 9 TO 5



As the economy has continued to struggle, the job market and work environment have grown increasingly competitive. The resulting job insecurity often brings out the worst in people's 9-to-5 behavior—from steamrolling and backbiting to gossip and credit-taking.

Luckily, there are steps you can take to minimize the impact of this competitive quicksand and protect your career long term.

Visit cpp.com/4U to learn more

1 DEMONSTRATE CAREER OWNERSHIP

Your career is much larger than one job or one organization. Take charge and own it.

Spend time building a network within the company as well as outside it with others in your field. Find an interest group.

meetup.com



mentormatchme.com

Identify skills and competencies to learn and people who can serve as role models, mentors, and coaches.

Focus on continual development, gaining new experience and learning from every situation. Join a local chapter of an association like AMA or SHRM.

amanet.org

shrm.org



volunteermatch.org

Look for volunteer opportunities inside the organization or externally at a nonprofit. It's a great way to demonstrate leadership, learn new skills, and give back to the community.

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2 CONTRIBUTE AND MAKE IT KNOWN

Becoming savvy in the workplace is not a luxury. It is a necessity for your survival.

Increase your awareness of who does what and how things get done in your organization. Building relationships across an organization can help muster support and resources when needed.



Go the extra mile and ensure that it gets noticed.

Deliver with excellence and let key stakeholders know it.



Speak up and make sure the right people are aware of your contributions.



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3 HANDLE CONFLICT CONSTRUCTIVELY

Most people avoid conflict management, but those who manage conflict effectively look like heroes.

Learn to have difficult conversations with great skill. Take a course from your local Toastmasters chapter.



Don't be afraid to address behaviors that surface in a team that are not in the best interest of the organization.



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4 MANAGE EMOTIONS AND MAINTAIN WORK-LIFE BALANCE

Confucius said, "Choose a job you love and you'll never work a day in your life."



Inventory your transferable skills and assess your interests, values, and style. Then create the ideal job description that will enable you to balance your life the way you want to.

Show others that you care about them as a person to increase employee engagement.



85% of people said they want more emotion in the workplace.

Source: Anne Kreamer

They want to feel comfortable showing that they care or that they feel frustrated.



Americans work nine full weeks more than Europeans and take no vacation at all.

25%

Source: *Take Back Your Time: Fighting Overwork and Time Poverty in America*. John de Graff, David Korten, Vicki Robin

Plan vacation time away from the office and take short breaks each day. Taking time away can regenerate creativity when you return to work.

The solution starts with personal choices about managing your time.

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