

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Qualities of Top-Performing Employees

1. Time management. Making the most of your time boosts productivity and efficiency. Make to-do lists. Keep your schedule up-to-date. Prioritize projects and goals. Meet deadlines.

2. Be dependable. You want to be the go-to person in your office. That doesn't mean you have to be a pushover, the guy everybody dumps work upon. It does mean that when you agree to do a job, you do the job. On time and on budget.

3. Look and act promotable. You've got a job, but unless you plan to make it the last job you ever have, think long-term. Act like you're a man or woman on a mission, always prepared to take the next step, to take your career to the next level. Dress accordingly. In fact, dress for the job you want, not the job you have. Showcase your work when you can. Go above and beyond.

4. Create value in everything you do. Don't just cross things off a to-do list. If you have a job to do, do it well. Commit your best effort to all tasks, large and small. That might be challenging at times, but people notice.

5. Be resourceful. Think outside the box. If you're doing a job and you see a better way to do it, speak up (in a polite, respectful way). Anticipate problems and find answers before they're needed. Don't be afraid to do a little legwork, a little sweating before it's necessary. It will always pay off.

6. Get noticed. There's nothing wrong with stepping up and stepping out: Volunteer for extra duties. Look for chances to be part of a team. Likewise look for chances to work with other departments, both to learn about that department but also to meet new people. And always offer to work with key customers. They are your magic carpet to being invaluable to your company. If the company's largest customer loves you, your boss will love you too. Your visibility and success will rise as others think of you when the next big, exciting project comes around.

7. Stay informed. Become an expert in your field. That includes staying on top of industry news and

trends, company policies, department memos, etc. Read the company newsletter. Talk to others in the know. The more information you have at hand, the better prepared you will be when opportunity comes knocking.

8. Keep positive. No matter what's going on, remain level-headed, upbeat, with your eye on the prize. There are always ups and downs but focus on the long-term. If you have a temper, it is your—and only your—responsibility to never show it at work.

9. Be a team player. This is about more than just getting along with others or telling a good joke. In meetings or group efforts, you want to be seen as a valued contributor who offers feedback, meets deadlines, gets things done—all for the common good. Know your teammates, their strengths and strive to make them look good too.

10. Conduct effective meetings. The best way to not get anything done is to call a meeting. That's a little harsh but meetings are probably the most abused aspect of the workday. The best meetings are short, sweet and to the point. If you're calling the meeting or running it, make sure you have an agenda and stick to it. Make sure only the people that need to be at the meeting are there. Stay on point. Allow everyone to speak who wants to speak, but keep them focused on the subject. Try to complete all of the tasks of the meeting before the meeting ends. If that's not possible, assign action items with due dates.

11. Be a leader. You don't need an impressive title to be a leader. You need the requisite attributes: Initiative. Persuasiveness. A sense of responsibility. Creativity. Fearlessness. Want more details: Read John Wooden's 1997 book (with Steve Jamieson), *Wooden: A Lifetime of Observations and Reflections On and Off the Court*. One of the all-time great basketball coaches and an even-greater molder of young men, Wooden reflects upon what he learned in a lifetime of teaching about basketball and life. It's heartfelt and brilliant. (There's also a 2005 follow-up by Wooden and Jamieson called *Wooden on Leadership: How to Create a Winning Organization*.)