

# Getting Ahead in Your Career

What to do	Description / Ideas	Tasks	Who can help	Due Date
<b>Find a mentor</b>	<i>You in one year; you in five years; career planner</i>			
<b>Negotiate for what you're worth</b>	<i>Know what is important to you, your boss &amp; the company; prepare for objections</i>			
<b>Take on diverse assignments</b>	<i>Collaborate with well-respected employees; rotate to a different job; volunteer for a task force</i>			
<b>Make your boss look good</b>	<i>Be a great employee; give credit to your boss; keep your boss in the loop; understand your boss's priorities</i>			



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<b>Tout your accomplishments</b>	<i>Set up a quarterly meeting with your supervisor; keep a running list</i>			
<b>Learn new skills</b>	<i>Take a class; volunteer strategically; take a horizontal move; open source courses; read industry news</i>			
<b>Create your own promotion</b>	<i>Develop a role that addresses the big issues your company is facing; write a business plan for a new role; SHOW, don't tell, how this will add value</i>			
<b>Build relationships</b>	<i>Ensure that you have a good reputation within the company</i>			



**Talent/Skill Development Plan**

Skill Needed	Development Method	What will I do	Who will be involved	Priority	Date Due

