



6 steps to getting what you want

Why do so many women struggle to progress through the ranks? JEN DALITZ is convinced that getting the job, the pay and the support you need is a simple yet winning formula.

Follow Jen's 6-step formula and achieve your career goals.

Create value for your organisation

This may be about selling and creating revenue or it could mean simply coming up with better, cheaper, faster ways of doing things or ways to stop doing things that cost your organisation money.

Be part of the solution, not part of the problem

Managers don't want their team members coming to them to simply tell them what's wrong. They want them to do some thinking too about how to fix it. Problem solving skills are a key leadership trait and the first thing most managers look for in determining promotion candidates.

Put your hand up for the tough stuff

For example, dealing with customer complaints, stepping up to fill temporary vacancies or cover your boss when she goes on leave or working on strategic projects.

Show a willingness to stretch and grow your skills

Read books, articles and websites that are relevant to your role or your organisation and share what you find with your boss and your team.

Manage upwards by communicating regularly, succinctly and before you are asked!

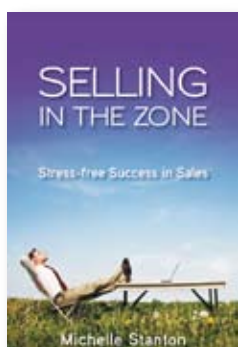
Give your stakeholders regular updates on how you're progressing with projects and issues that impact them and run a policy of no surprises, so your boss hears about hot topics firsthand before they hit the grapevine. A simple one paragraph email will suffice and it will make you look good and your boss look even better!

Service your customers and your stakeholders

This isn't rocket science. It's simply a matter of doing what you're asked to do and following through on anything you say you'll do. You can talk the talk, but they won't really trust you until you walk the walk.

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