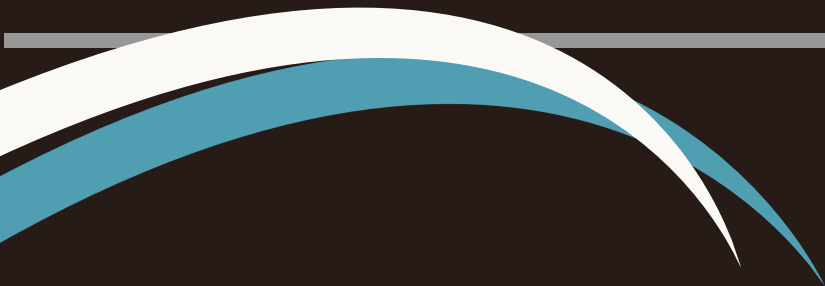


# 8 Steps to Elevate Your Career



The guide to getting ahead in your organization.  
Get noticed, build support, find results.

MedDeviceCareerBuilder, LLC.



# 8 Steps to Elevate Your Career

Stand out from your peers as the natural choice for the next promotion with this program.

Think about the organizations you have worked for in the past, you most likely observed coworkers that achieved promotions or pay raises. Did these come as a surprise to you? Or, did you think, “that makes sense, they are the clear choice for that position/reward/pay raise.”?

More often than not, the people who find success in their organizations are seen by those around them as deserving of the accolades that come their way. This is not by coincidence nor luck, so what is it that separates the most successful individuals from the rest of their peers?

The difference is that the most successful people have plans that are simple, effective, and easily replicable. Whether it is something they are actively aware of or not, success can generally be traced back to a series of intentional actions that made the individual stand out in a positive light. This 8 step guide is a powerful program you can use to build success and elevate your career.

## Let's Begin.

### Step 1—Set Goals

- ◇ This critical first step may seem like a no-brainer, but it is incredibly important to set clear goals that are aligned with your mission to advance in your career.
- ◇ Goals should follow the SMART-ER format – **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely – **E**valuated, **R**evised. For a detailed explanation visit this goal planning site: [Quantum Workplace on GOALS](#)
- ◇ Set two to three goals – having multiple attainable goals will help keep you stimulated without overwhelming you and once you accomplish them you will have a good foundation of success to point to.

### Follow the Program

- 1) Set Goals
- 2) Communicate Goals to Decision Makers
- 3) Identify Action Items
- 4) Leverage Resources
- 5) Choose a Mentor
- 6) Document Progress
- 7) Conduct a Review
- 8) Explain What You Deserve

## Communicate Goals

“Engage your current manager and the *and* the manager of the team you want to work on”

## Identify Action Items

“Make a timeline with milestones of actions you will take”

\*Tip\* breaking large goals down into more easily accomplished sub-goals can help you stay motivated and stay on target.



### Step 2—Communicate Goals to Decision Makers

- ◇ First, you need to identify who makes the decision that gets you to your desired next step in your career. This is most likely your direct reporting manager, but there may be others involved in the decision-making process. If your goal is to get a promotion to another functional group, it is wise to engage your current manager *and* the manager of the team you want to work on in this step.
- ◇ By communicating your goals to people who influence your path, you allow them to provide early feedback which both gives you direction on what is important/relevant in their eyes, and it informs them of your intentions. Take their advice during this step, this makes them an active participant in your process which is valuable when you make your ask in step 8.

### Step 3—Identify Action Items

- ◇ Now that you have clear goals set it is time to break them down into actionable steps. For each goal, make a timeline with milestones of actions you will take. This can be daily, weekly, quarterly, etc., objectives that break the larger goal into manageable steps and will be based on the size and ambition of your goal.
- ◇ Use this free online goal setting and timeline management template to keep track of your goals and your progress: [SmartSheet Goal Management](#)

## Leverage Resources

Use what your company offers—many organizations will provide opportunities to develop skills in relevant fields. When you participate in employee learning programs it shows commitment to the organization.

Additionally, if a program does not exist currently, do not be afraid to ask HR or your manager if they would consider supporting a particular type of development program.

## Choose a Mentor

“Mentorship is a great development opportunity for both mentor and mentee.”

Use the power of word-of-mouth to identify individuals who would be open to mentorship. Make your request timebound and establish regular check-ins during which you can measure your progress towards your goals.



### Step 4—Leverage Resources

- ◇ Depending on the size of your current company there may or may not be additional employee support resources available. For example, some organizations have a suite of educational and support resources such as online classes, recorded trainings, functional groups focused on developing leadership, and more. The best way to start is by contacting your HR representative and asking what resources the company provides to support employees continued development.

### Step 5—Choose a Mentor

- ◇ Mentorship is a great way to build a support network in your organization, get insight from senior employees, and develop internal advocates. There are different ways to identify a good mentor; for example, you could ask your manager who they would recommend, you could find out who has demonstrated consistent success in the organization, or you could ask your coworkers if there are individuals that they have found to be influential in their own careers.
- ◇ Once you identify who it is that you would like to learn from, connect with them and ask if they would be open to building a mentor relationship. Most people will be flattered by the invitation, and you can both discuss what you want to get out of the experience and how often and in what way you want to connect. Mentorship is a great development opportunity for both mentor and mentee.
- ◇ Share your goals with your mentor – they will be able to help support and keep you accountable during your process.



## Document Progress

Make this a living document that you add to after each milestone you pass. Include details such as who you worked with, what obstacles you overcame, and how your actions impacted the organization.

## Conduct a Review

Come prepared to discuss what your goals were and the steps you took to accomplish them. Do not be afraid to mention any struggles that arose and be sure to highlight how you overcame them.

This is a moment to be proud and humble, if your actions were aligned and well thought-out from the beginning they will speak volumes on your behalf. Let the actions and your process guide the conversation.



### Step 6—Document Progress

- ◇ Documenting your progress is a critical piece of the journey as you work to elevate yourself in the organization. Keep track of your goals and the steps you take along the way to accomplish them. Life gets busy and you do not want to put in a lot of hard work only to get across the finish line in a few months and not remember all the steps you took to get there.
- ◇ Keep a living document of each positive action and milestone you pass, not only will this help you replicate success on future goals, but it will be useful as evidence during your final step in this process

### Step 7—Conduct a Review

- ◇ As you complete your goals, set up time with those key decision makers you identified in Step 2 to review your accomplishments. This can be a formal or informal setting, but the purpose is to review the positive steps you have taken and the goals you achieved.
- ◇ Come prepared with your living document and be able to explain in detail how you accomplished each goal and the impact it has had on the organization.
- ◇ Involve your mentor in this discussion if appropriate.
- ◇ Remind the decision makers of their involvement in this process by highlighting the way their advice influenced you and the outcomes during this process.



## Step 8—Explain What You Deserve

- ◇ Based on your accomplishments it is time to ask for what you deserve! Regardless of your ask, whether it be for a promotion, pay raise, more PTO, a new account, more responsibility, etc., you now have a foundation of accomplishments to reference.

For advice on navigating promotion conversations please sign-up to receive a free consultation.



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