

ADVANCING YOUR CAREER

20 STRATEGIES ANYONE CAN USE

Advancing your career requires a mix of skill-building, relationship cultivation, and strategic visibility. The transition from being visible to being “selected” requires shifting focus from doing good work to demonstrating strategic impact.

Master Your Current Role and Take Initiative.

Excel at your core responsibilities: A proven track record and consistently exceeding expectations is the foundation for growth.

Volunteer for “stretch” assignments: Raise your hand for projects outside your standard scope of work to showcase your versatility and initiative.

Solve problems, don’t just report them: When identifying a roadblock, always come to your manager with proposed solutions.

Take ownership of processes: Look for inefficiencies in your daily workflow and suggest or implement improvements that save time or money.

Align with organizational goals: Understand your organization’s broader objectives and directly connect your daily work to those priorities.

Be a Lifelong Learner.

Upskill purposefully: Identify the professional, durable, and technical skills that are in demand in your industry and bridge any gaps.

Earn relevant certifications: Boost your skillset with recognized credentials or specialized training courses.

Attend industry conferences: Participate in events to stay current on trends and emerging methodologies.

Learn to communicate effectively: Strengthen your speaking and writing skills to help express ideas clearly.

Find a mentor or sponsor: Seek others who can provide guidance, accountability, and industry insights.

Build Relationships and Visibility.

Expand your network: Your visibility and influence improve drastically when you build connections outside your immediate team. Join cross-functional committees, volunteer for stretch assignments, and share knowledge across departments.

Seek feedback: Regularly ask supervisors, peers, and mentors for constructive insights and act on them.

Establish your presence: Speak up in meetings with thoughtful questions and ideas.

Quantify and communicate impact: Hard work alone rarely speaks for itself. Track your contributions and quantify them using data (“\$10,000 in savings,” “reduced wait times by 15%,” “increased client retention by 20%”). Share these achievements regularly with key leaders.

Engage with professional associations: Expand your network externally by joining industry-specific groups, attending local meetups, or volunteering.

Aim for Your Future.

Set SMART goals: Outline specific, measurable, achievable, relevant, and time-bound objectives for your career path.

Make ambitions clear: Don’t assume managers know what you want. Clearly articulate your career goals to mentors, sponsors, and leaders so that when a new role opens, you are someone who comes to mind.

Find someone to mentor: Supporting others builds your leadership skills, establishes you as a subject matter expert, and expands your network.

Track opportunities: Regularly review job opportunities inside and outside your organization and prepare yourself for roles you want.

Cultivate a growth mindset: Treat failures and challenges as opportunities to learn, adapt, and enhance your workplace value.



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