



10 Top Tips to Get Ahead in Your Career

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Does the thought of self-promotion make you cringe?

Or you just don't know what you need to have in place to propel your career success?

If so, this cheatsheet is for you!

Here I share with you here 10 top exclusive tips I wish I'd known earlier in my career.

These will:

- help you raise your profile at work (internally and in front of clients)
- add value to your team
- help you learn your value and gain confidence in your abilities
- set the foundations for your career success, and
- enable you to thrive in the process!



1. Have a career plan

'Fail to plan, plan to fail'. If you don't know where you're going, how are you going to get there? Without a clear direction, you'll end up travelling wherever the wind takes you. A bit like an athlete training for the Olympics, you have to be determined, to know what your goal is, and be ready to overcome obstacles. Don't be afraid to dream big: the bigger the better. What are your one year, three year and five year goals?

2. Build your brand

Your personal brand is the difference between walking into a room and people thinking, 'who are you?' as opposed to, 'thank you for being here'.

Ask yourself the following questions:

- What are the unique combination of skills and experiences that make you who you are?
- How do you want to present yourself to the world?
- How do you want others to perceive you?

Top tip:

Always be aware of the impression you are making, especially when you don't think you're being noticed. The small things really do count. In the words of Warren Buffet: *"it takes 20 years to build a reputation and five minutes to ruin it"*.





3. Cultivate relationships

The relationships you make are what will get you to the top. People promote and give work to people they know, like and trust - this is true both internally and with clients. Be that person who is liked, remembered and who people enjoy working with.

4. Network, network, network

It's never too early to start building your network. Who do you need to get on your side within your company?

Don't be afraid to strike up conversation with those individuals; invite them for a coffee. Let them know who you are. To get to know potential clients, attend networking events and reach out to people and say hello on LinkedIn. It's not as scary as it sounds. The good news is that it's never been easier to get to know your target audience. Be brave!

5. Find a mentor or coach

It can feel daunting to step outside of your comfort zone and to put yourself out there. Find yourself a cheerleader, someone who has your back all the way and will help you overcome obstacles – which include your own self-limiting beliefs. This could be a mentor or a coach. Choose someone who you respect, trust and feel comfortable with, and who most importantly will push you to reach your potential.



6. Master your mindset

Your words cement your beliefs and your beliefs cement your actions. What are the words you say to yourself on a daily basis? Are you telling yourself you've got this, or are you telling yourself you're not good enough and that you haven't got what it takes? So often we are our own biggest obstacle and we hold ourselves back with self-limiting and self-sabotaging beliefs.

7. Proactively look for opportunities to shine

You'll get ahead more quickly if you're always scouring the horizon not just to find opportunities which already exist, but to create new ones. What would be beneficial to your standing and career right now? What will give you visibility? For example, could you offer to lead the next team training session or meeting? Think about your strengths, how to showcase these and what will get you noticed.

8. Don't wait to be invited for promotion

So many people sit back and wait for appraisals to voice their career goals, or they are hesitant to go for promotion unless it is offered to them.

However, a more active approach to your career will ensure greater success and results.

Cultivate good relationships with your supervisors and those in positions of power. Let them know your career aspirations and ask how they might support you on your career journey. Be bold and let them know you'd like to apply for promotion as soon as the opportunity arises.





9. Be organised

So many extremely talented individuals fall flat because they can't effectively organise themselves and their time. Being overworked and chronically over-stressed are key causes of burnout and so this is really important to watch out for. If you can manage your time effectively and be organised with your filing and admin, you've won 80% of the battle. Mistakes are often made because details and information fall through the cracks. You don't constantly want to be firefighting.

10. Prioritise your wellbeing

Our ability to perform at our best and reach our potential is completely dependent on our ability to look after ourselves in mind and body. If we feel exhausted, depleted and over-stretched we won't produce our best work or show up as the best version of ourselves. We risk burnout, as well as other mental and physical health issues. It's therefore fundamental that we prioritise our self-care and wellbeing. This means getting enough sleep and rest, eating healthily, exercising, connecting with friends and family and doing things which bring us joy.

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