Six Power Moves to Accelerate Your Career

SMART GUIDE

Power Strategies for Making Boss Moves
Guide Overview

While others can help you move ahead with your career, you can make power moves yourself to accelerate the process and make it easier for leadership to see you in action, only if you prepare for higher levels of responsibility. These 6 POWER MOVES are actions you can take NOW to accelerate the process within your organization and overall career.

The 6 Power Moves

1. Be clear about your career goals
   Know what you want and how you are going to get there.

2. Play the Game!
   Adapt to the company culture, build relationships, and identify the hidden workplace rules

3. Increase your visibility
   Become a “go to person” or at least get to know the person who is

4. Prepare for the next level
   Do the work where you are now. New Levels brings new challenges!

5. Work in your strengths and manage your weakness.
   Have a career that will maximize your talents. You are more likely to succeed this way!

6. Find a Mentor for growth and a Sponsor for your next level
   Have a support system to help you grow, navigate and support your overall efforts.

View each power move in depth on the next page!
1. Be clear about your career goals

When you know what you want and how you are going to get there, you are more likely to keep your eye on the prize. Studies show that the more specific you are with your career goals, the more successful you are likely to be. You will know exactly what you need to do in order to achieve the goal. When you have clarity, your goals become clear, and easier to manage, which makes it possible to actually reach your long-term career goals as well. I challenge you to set one new goal in the next 30 days!

Here are some tips to make sure you are setting clear career goals:
- Set your goals for no longer than 24 months and be realistic.
- Access what resources or support you will need.
- Create measurable goals in a timeline and benchmark your achievements.
- Find an accountability partner, DON'T GO IT ALONE!
- Re-evaluate your goals if you feel like you are off-track

2. Play the Game!

Adapt to your company culture, build relationships, and identify the hidden workplace rules. Make yourself visible to the key influencers—building relationships with the people who staffed and led them. To succeed in Corporate America, it's good to break out of your silo and get to know key people in other parts of the organization and build relationships that will help you. By doing this, you will need to build key skills that will serve you well your entire career that include listening, reaching out, cooperation, collaboration, communication, learning others’ needs, etc. Always remain adaptable to internal changes and observe the unspoken movements of how leadership maneuvers in the organization.
3. Increase your visibility

Become a “go to person” or at least get to know the person who is. Every organization has several "go to" employees who are regularly called on to address key business opportunities and problems. Being in this group means that you'll increase your visibility to get noticed and gain access. Working on real business issues will help you accelerate your career growth. To get on these key projects, ask those employees who always seem to be involved in those projects how they got started. Build relationships with several of them so they can recommend you. Be enthusiastic about it! And when you are chosen, do great work!

4. Prepare for the next level.

It's important to be ready for the next level. If you don't prepare, you may get there, but you won't stay there for long. Whether you move from an individual contributor position to a front-line supervisor or from a manager to a regional manager, you need to understand the higher-level position you go, how you handle things will be different. I call it “New Levels, New Challenges” once you reach a position you'll have a new level of influence, and you will need to know how you plan, influence, make difficult decisions, assign work, motivate, coach, and measure the work of others. All these things will require new skills. A good tip is to ask high performers at the next level what they found challenging about the transition, what they did to prepare, and what they would do differently if they could. Pay attention to how they allocate their time and adapted.

5. Work in your strengths and manage your weakness.

Find the best career for you and figure out what kind of job will make you happy. Most of all find a job working in your natural strengths and gifts. This will make the work much more fulfilling because you are working effortlessly, thus creating an atmosphere of success for you. If you are not sure what your strengths are, take the Strengthfinders Assessment at http://cliftonstrengthfinders.com
Final Power Move

6. Find a Mentor for growth and a Sponsor for your next level

Your mentor will serve as a great source for development and support to help navigate where you are now. Talk your goals over with a mentor. Let them know where you want to go and if your goals make sense with helping you get there. A mentor is currently in a career position you desire to be in and can look at your goals to help you decide which ones are attainable, and which ones may need adjusting. A sponsor is someone in an influential role that can be a spokesperson and speak for you when you are not in the room. They are the ones that can recommend you for that next level position.

Take Action

Which Power Moves do you want to implement right now?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name 3 people that you can approach to be potential mentors?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Now, let's go set a few power move goals!
Setting the Goal

Your next task is to think about what power moves you want to make first and assess the type of support, resources or people you need to execute your strategic plan. There are several things to consider when setting your goals and creating a strategy.

- List options and resources needed to achieve goals
- Set realistic goals and expectations
- Be specific and strategic
- Benchmark your progress
- Include a time frame in your strategy.
- Find a Mentor or an accountability partner

ASK YOURSELF

Which power moves would be the most impactful to start with?

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

What is the FIRST ACTION step I can take to move me closer to my end goal?

_________________________________________________________________________________________

_________________________________________________________________________________________

Now, onto the next page. Let's start with setting a goal and strategy. Aim to make each goal and the strategy as specific AND realistic as possible.
Let's Get Started - Goal and Strategy

Which Power Move are you going to make? ____________________________________________

How will this Power Move impact my career

_________________________________________________________________________________

The Strategy: ________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Action Steps to execute the Strategy:

_________________________________________________________________________________

_________________________________________________________________________________

Resources or people need to achieve my goal

_________________________________________________________________________________

_________________________________________________________________________________

Possible obstacles or challenges

_________________________________________________________________________________

Accountability Partner(s) ____________________________ or ____________________________

Deadline ________________________________ Achieved Benchmark Yes / No

If no, what was the challenge or obstacle?

_________________________________________________________________________________

Reset goal to overcome obstacle? Yes/No
Which Power Move are you going to make?

How will this Power Move impact my career

The Strategy:

Action Steps to execute the Strategy:

Resources or people need to achieve my goal

Possible obstacles or challenges

Accountability Partner(s)

Deadline __________________________ Achieved Benchmark Yes / No

If no, what was the challenge or obstacle?

Reset goal to overcome obstacle? Yes/No
If you've made it to this page, Congratulations! Looks like you are ready to put a few of these power moves into action! Aim high, set your goals, make moves, and be tenacious to make your aspirations come true!

**Sherry Sims**
Founder of Black Career Women's Network

If you have any questions, give me a shout out! I would love to hear from you!
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I hope this smart guide has helped you understand how to strategize and leverage these power moves to your advantage! Now get to work making BOSS moves!

**Here are a few more things you can do if you liked this guide:**

- Join our network to gain access to our career tools and resources.
- Join THE COLLABORATIVE, our online community to engage and connect with other black career women. http://bcwnetwork.com/thecollaborative
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