

Career Coaching Win at Work

Do you find yourself putting off projects until you're down to the wire, then scrambling to finish? Have colleagues accused you of being too thin-skinned, or of lecturing instead of listening?

Here's some suggestions to help you get on with winning at work.

The lecturer

Signs: You hate to be questioned and find yourself engaging in monologues that leave colleagues bored, insulted or angry.

Suggestion: Opt for clear and calm discussion, with equal weight given to everyone's point of view. Ask for input from colleagues. People tend to work harder, produce more and gain respect [for you] if they feel you are listening and not just bossing them around.

The shrinking violet

Signs: You hesitate to speak up about your concerns, your triumphs and your desire for a promotion.

Suggestion: Think back to a time when you were filled with confidence. How did you feel? How did you stand, and how did you speak? Once you have a picture in your mind, practice delivering a message confidently.

The griper

Signs: You always have a ton to say about your boss, your company and



your job, but it tends to be negative, and spoken in whispers. You rarely voice your opinion aloud, but are apt to roll your eyes or sigh loudly whenever you disagree with something.

Suggestion: Make suggestions, don't complain. If something at the office is bothering you, do something about it that's within your power. If you can't do anything, get over it. Do you have a valid issue regarding your salary? By all means tell your boss you don't think you're being paid what you're worth but have a valid argument with the facts.

The excuse-maker

Signs: You have trouble owning up to your role when things go wrong. You tell long, involved stories about how something is not your fault.

Suggestion: It is far better to admit to having made a mistake than to shake it off. In fact you get brownie points for acknowledging it, because nobody is perfect.

Make statements such as, "In hindsight, I think it would have been better if I had..." or, "I'm sorry, I am responsible for this." Then stop.

The people-pleaser

Signs: You yearn to be liked by everyone and, like an eager puppy, you're constantly seeking approval.

Suggestion: If you supervise others, practice delegating. When co-workers ask you to take on projects that eat up your time, but don't really move you ahead at work, just say no.

Explore why you are dependent on the approval of others to feel good about yourself. Could it be that you don't give yourself enough positive feedback?

The procrastinator

Signs: You consistently wait until the last minute to get things done. If they are imperfect, oh well, you would have done better if only you had more time.

Suggestion: Tackle two crucial tasks you've been avoiding. Aim to finish them well before the deadline so you have time to take another look and perfect them. Then choose two more. Stick to two items—a long list is just an invitation to failure.

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Career Coaching

- Are you feeling overwhelmed and need support and direction?
- Do you have a challenging work situation and not sure where to go with it?
- Do you want a successful, sustainable and satisfying career?

Working with a Professional Coach could be the support you need to get you to a better and more fulfilling career. Contact me for an initial FREE 30 minute consultation. *All conversations confidential*

