

Top Resume Tactics for Executives



By now, you've seen plenty of resumes float across your desk. The occasional stellar one. The one that's plenty qualified but that's about it. And, of course, plenty of resumes filled with misspellings and typos that aren't worth the paper they were printed on... It's been a while since you sent out a resume of your own. Heck, maybe you haven't even updated it in the last decade. That's ok. The likelihood is that you're going to want to send it out at some point. Yes, your accomplishments speak for themselves. But guess what? So do those of everyone else that's interested in the coveted position you're applying for. And a mistake I see all the time is focusing your resume on what your responsibilities and duties were and forgetting to list what you accomplished while carrying out those responsibilities and duties.

No one is saying you have to jump ship right away. But, in the event that an opportunity comes up, you'd be wise to stand out amongst the crowd of other qualified applicants.

It All Starts with the Headline

As you've probably already noticed, we're in the era of instant gratification. As consumers, we don't want to spend a lot of time reading endless paragraphs about a product's features. That's exactly what a hiring manager is. A consumer. And, you guessed it, your headline needs to stand out. Not sure how to craft that perfect headline that grabs attention? There are plenty of credible resources out there to help with this one aspect of your resume. When your headline grabs attention, your resume is going to get a hard look.

Document by Numbers

Too many resumes are full of the right words but lack any substance. In the position you're applying for, you're expected to get results. That's why you need to highlight them on your resume. Sure, it's great that you lead a team of chemists and engineers. But, what did you achieve? Metrics. Use your resume to give specific numbers and timeframes to your accomplishments. I recommend updating your resume every year when you get your performance review. Add any significant achievements, special awards, or new skills learned. And, as mentioned before, use the specific numbers while they're still fresh in your memory instead of trying to remember what you accomplished 5 or more years ago. As great as soft leadership skills are, your next employer wants to know that you can deliver results.

What About Your Hires?

You've made more than one hire in your time. Out of that bunch, there's bound to be someone that's achieved results beyond expectation. As much as your next employer wants to hire you for your talent, they're hiring you to find other exceptional talent too. To stand out, you need to be able to show that you're capable of hiring capable people and that they follow your lead. Don't save these folks for your references. Incorporate them in your resume. If you've mentored someone that went on to be promoted or became a team leader themselves, put that on your resume.

Focus on the Present

You should be proud of the fact that you lead the way in bringing a product to market in 2004. Unfortunately, that was a long time ago. In order for your resume to stand out, you need to highlight your achievements post pleated khakis era.

What have you done for me lately? That's the question any competent hiring manager wants to know. While you shouldn't fully discount your accomplishments from yesteryear, you need to make your most recent successes stand out as much as possible.

Audience

Before you fire off your resume, give some thought to who will be reading it. Yes, the basic dynamic is clear. You're selling yourself to someone else with the hope they'll call you for an interview.

A common mistake executives make on their resume is, only trying to write down what the hiring manager wants to hear. If you're applying for an important position within a company, the language you use in your resume should reflect that role. Your verbiage should mirror that of a decision maker and trusted business partner. The trick is to find a blend of being bold and audacious, but humble enough to consider the opinions of others as well.

Maybe it's been a while since you polished up your resume. You've been a tremendous asset in your current position but, perhaps you're eager for another challenge. There's nothing wrong with exploring other options and new opportunities. If you're going to take that step, you need to do it in the right way. The reality is your first introduction is most likely going to be your resume. If you take the knowledge you already have and, consider some of the advice above, you just might surprise yourself with the doors that open.

Signs It's Time to Say Goodbye to Your Boss



It's something almost everyone complains about at some point during their career. That boss they just can't stand. Whether you got off on the wrong foot, don't feel valued, or don't agree with the decisions being made, there comes a point when you've had just about all you can take. You go to work in a bad mood and come home discouraged. Eventually, enough is enough.

If you find yourself frustrated with your boss, look for the traits we talk about below. If any of them stand out, it's a clear sign something needs to change.

Takes All the Credit

You know the type of person we're talking about. The one that takes all the credit for everyone else's work. It's like they're more concerned with making themselves look good than they are with recognizing the talented people they manage. If this type of behavior seems to be an ongoing theme, it's a red flag.

Narcissistic

A boss that's narcissistic won't be hard to spot. They will single out what they perceive as weaker individuals, and exert their power over them. They're quick to take credit and spread blame to anyone but themselves. It doesn't take long for this type of behavior to ruin morale and toxify culture.

Throws People Under the Bus

A good leader always has your back. They might be tough on you but they will have your back when your neck is on the line. Unfortunately, there are too many bosses out there that throw their employees under the bus. They might gossip about certain people and are always pointing their finger.

Management might even love these people as they're adept at playing both sides of the fence. They're often solely motivated by their own success and will do whatever it takes to ensure their future.

Ignores You

On an effective team, everyone's ideas should be welcomed and considered. If you find your input continually suppressed, rejected or flat out ignored, it's a sure sign your boss doesn't see your value. They're either insecure and see you as a potential threat or, think they have all the answers.

You should feel valued in your job. If that's not the case, it needs to be addressed.

Can't Handle Problems

Problems are going to arise in any organization. This is when a leader's true colors show. If your boss loses their cool when issues come up, it spreads fear throughout the whole team. Once everyone has seen enough angry episodes, they become afraid to do any little thing that might trigger abhorrent outbursts. Constantly feeling like you're walking on eggshells isn't how you should feel at work.

If your boss consistently exudes any of these behaviors and, nothing has been done to address them, it might be time to consider making a change. Before you pack your things and give your two weeks notice however, there are some things to consider.

Get to Work

Not with the daily tasks of your current job. Rather, get to work making yourself visible in the market. Tell your friends and family that you're looking for a new opportunity. Engage on LinkedIn. Catch up with former colleagues over lunch. Attend a professional conference. Get back in touch with recruiters you've worked with. Even though the tendency for most people is to hide in a corner when things aren't going well at work, being proactive is a much better way to go.

Come Up with Your Own Job Description

Have you ever wondered what your dream job would look like? There's no better time than now to try and make it a reality. Go into detail. This exercise might be difficult, because most people know what they don't want. However, it's an

important step to take. When you write these ideas down and share them, you narrow down the focus on what you truly desire in your next opportunity and communicate to everyone around you.

Hit the Ground Running

Even if you're still at your current job, set aside time to start looking for new opportunities that you're excited about. Polish up your resume and send it out. Contact a recruiter. Now that you've armed yourself with a detailed picture of what you're looking for, you won't waste time applying for jobs that aren't fulfilling.

The reality is that you need a job. But, a job doesn't have to merely be a means to an end. There's no reason you should feel chained to a situation that's toxic or where you don't feel valued. If you find yourself in this position, take note of types of behavior from your superiors that might be the root of the problem. If there's no apparent way to make things better, be proactive and make the necessary choices for your career and your life.

New Year's Career Resolutions You Can Keep



It's that time of the year again. You've thought about everything that's transpired and started to come up with a list of things you're going to do better or differently

next year. Yes, we're talking about New Year's Resolutions. They're always well-intended. However, the reality is that most of them are forgotten by the end of January. Whether you just don't have time, or lose motivation, the truth remains, New Year's Resolutions are tough to keep.

When it comes to your career, you have goals you want to reach. Maybe it's becoming a Team Lead or a Chief Engineer. In order to reach those goals, you need to have specific steps that are going to get you there. What better time than the start of the New Year to set about making those smaller steps a priority? Here are a list of New Year's Career Resolutions that you can keep:

Brush Up Your Resume

Even if you don't have plans to look for a new job right now, you never know when an opportunity might present itself. This simple exercise keeps you from losing information you might need in the event that you decide to look for something new. The process can be reflective as well. When you look back at your past jobs and accomplishments, you can be proud of how far you've come. Conversely, maybe there's a hole in your resume that needs filling and now's the perfect time to get to work.

Update Your LinkedIn Profile

When was the last time you looked at your LinkedIn profile? A lot has changed since the days when people threw up a professional picture, their schooling and titles for jobs they've held. Now, more than ever, your LinkedIn profile is part of your professional brand. The information, style and layout should be up to date. How's that professional summary coming along?

If you need some inspiration, check out the profiles of some of your connections. Chances are you'll learn a thing or two.

Subscribe to a Blog

We're all guilty of wasting time during the day. Whether it's scrolling through Instagram or checking fantasy football scores, the time can add up. The truth is though, we all need a mental break at some point. Why not put that time to good

use and subscribe to a blog you find interesting? It doesn't even have to be related to your industry. There are literally hundreds of thousands of talented writers out there sharing their perspective and information for free. If you're not sure what kind of blog you might be interested in, ask around. Your friends and colleagues will have plenty of ideas.

Send One Thank You Note Per Week

Even though most of our communication takes place electronically, there's still no substitute for an old-fashioned hand-written thank you note. Whether it's to a person from another department that helped you out on a project or even just a friend, personal thank you notes are memorable. They don't take long to write and are a great way to practice gratitude - something we could all use more of.

Add a New Skill

The ways in which we work are constantly changing. As a result, your skills need to be current. Set aside some time each week to learn a new skill. It doesn't matter if it's learning a second language, new computer program or becoming a better public speaker. The point is that you're bettering yourself and enjoying the process.

Take Care of Your Health

We all know about those New Year's Resolutions focused on weight loss. "This year I'm joining a gym." "Starting in January, I'm going to do yoga three days a week." Just like most New Year's Resolutions, it's only a small percentage that are actually seen through.

The good news is you can take some smaller steps to improve your health and well-being. Buy a stand-up desk for your office. Take the stairs instead of the elevator. Bring your own lunch instead of eating from the cafeteria. Replace that comfy computer chair with a Swiss ball. There are all sorts of easy ways to be healthier at work. The key is to find one or two that work for you and, stick to them.

Find a Mentor

Even if you're the company President, there are still people in your organization you can learn from. Find someone with some skills that you particularly admire. Approach that person and ask them if they'd be willing to mentor you in a specific area of your job. Together, you can set goals and have some fun along the way.

Become a Mentor

Maybe there's someone on your team who seems to go above and beyond. You can tell this person is passionate about what they do and is driven to meet their goals. You can't be everything to everybody but, if you make an effort to take an exceptional employee under your wing, they'll be more than thankful. Giving back makes you feel good. Better yet, chances are you'll learn something too.

Get a New Professional Photo

You like the picture on your business card. Unfortunately, it's 15 years old. Yes, you have a little more gray hair now but, that baggy suit hasn't been fashionable since Y2K. As trivial as it might seem, people are going to judge you by your professional picture. Whether it's in an email signature, on your LinkedIn profile or on your business card, your professional picture is often the first chance someone has to put a face with your name. Why wouldn't you want to look good?

Most New Year's resolutions fail for one of two reasons. First, they're too big to tackle. Second, they aren't specific. The good news is it isn't that hard to make some small improvements to keep you on the track to success. Create some daily habits that don't take a ton of time but are fun and rewarding. You just might surprise yourself with the difference you see.

How-To Recover After a Mistake in a Job Interview



You've done everything you can do to prepare for that important job interview. You've researched the company thoroughly. You've looked at the interviewer's LinkedIn profile. You enlisted the help of a close friend or colleague to practice. You've chosen examples of previous successes to highlight why you're the right candidate for the job.

Now, you're in the middle of the interview and you've answered a question poorly. Maybe you noticed yourself acting anxiously. It happens to everyone at some point. They make a mistake. It happens. You're only human.

When most people make a mistake during an interview, they panic and dig themselves deeper. The truth is, seasoned interviewers know that people make mistakes. The key is in how you recover. Below are the best ways to help you recover after a blunder.

Acknowledge and Own Up

The worst thing you can do is act like nothing happened. You know you goofed up and so does the interviewer. Instead of trying to sweep it under the rug, stop and acknowledge your mistake. Your best bet is to apologize and openly discuss what went wrong. This shows the interviewer that you have the capacity to admit when you're wrong and learn from it, and that you respect others.

Be Yourself

It's easy to think of interviews as a performance. You have to say the right thing, act the right way and be the person the interviewer expects you to be. In reality, the best strategy is to be your authentic self. If a mistake happens, own up to it with a little honest humor. It can be as simple as saying, "I guess I must be a little more nervous than I thought, I would like to correct what I just said" and then go on to give you answer you intended. Doing so demonstrates your ability to be mindful of your actions and demonstrates high emotional intelligence.

Turn that Frown Upside Down

It's only natural to be discouraged after you make a gaffe. In your mind, you might think you've blown any chance you had. Your stomach is probably in knots. You can't let the despair you're feeling show, though. Instead, you have to keep smiling. If you're able to do this after acknowledging a mistake, it shows the interviewer that you can handle adversity.

That's one of the most admirable traits hiring managers look for in a candidate. Even if you're the most qualified person for the position, it's important to demonstrate your ability to handle unseen problems when they arise. Think of it this way; making a mistake might actually work in your favor if you're able to handle it with dignity and class.

Ask to Go Back

Interview questions are tough. You're bound to answer some better than others. If, at some point during the interview, you feel as though you haven't provided the answer you want, ask the interviewer to go back. Take time to collect yourself and give the thoughtful answer you meant to in the first place. A good interviewer will appreciate your attention to detail and how important it is to you to communicate effectively.

References are Your Asset

Your references are worth their weight in gold. They want to see you succeed. If

you feel like you've shown less than your best in a job interview, let your references know. Make sure they're armed and ready to highlight your strengths and accomplishments when they receive that post-interview phone call.

Follow Up Diligently

When you walk out of an interview, there's still work to be done. Even if you don't think you've nailed it, make sure you send a genuine follow-up note. This is your last opportunity to express your excitement about the position and reiterate the most notable points of the conversation. And if you're working with a recruiter, follow up with them as quickly as possible as well and they too can help you relay your enthusiasm, and help you correct any errors you may have made during the interview. Do this effectively and you're sure to leave a lasting impression.

Learn and Move On

If you interview for enough jobs, you're going to have some experiences that are better than others. After those interviews that aren't as memorable, it's easy to beat yourself up. Unfortunately, that doesn't do any good. Instead, chalk mistakes up to learning experiences. Acknowledge what went well, what didn't, and put in the work to perform better next time.

Interviewing for a new job is stressful. No matter how well-prepared you are, mistakes are going to happen. That doesn't mean that all hope is lost, however. In fact, they can even be to your benefit in some cases. What matters is how you handle your mistakes. If you show some humility and employ the strategies above, mistakes will become something you can move past with grace and ease.

Again, working with a good recruiter can help you prepare for the interview, and can also help in the follow up to restate your interest and also clarify any answers you feel didn't come across as you intended.

Searching for a New Job at the End of the Year



The end of 2019 is coming rapidly to a close. You've probably already spent some time reflecting on everything that's transpired in the office, and away from it. Last week you were thankful for everything that's good in your life. Family, friends, a roof over your head, etc. While you're still thankful, you're beginning to look at where you're at and, where you want to go in the future. Maybe it's time for a new job or even a career change. The good news is that this is the best time of year to look for a new job if you're going to take the step. By no means do you have to quit your current job. But, what's wrong with keeping your eyes open for another opportunity? In this article, we discuss some important things to keep in mind during your job search at the end of the year.

Know What You Want

Just like any time you're searching for a new job, it's important to be specific about what you're looking for. If you want to start a new job at the beginning of the year, you need to narrowly define your search ahead of time. In short, that work needs to be done in November and December.

It's easy to think that keeping all your options open is the best strategy. However, it's quite the opposite. When you make known exactly what you're looking for, you narrow the focus of recruiters, your network and family too. Instead of bombarding you with opportunities that sound like they might fit, they can be on the lookout for the types of jobs you're genuinely after.

One helpful strategy is to create a list of job titles, positions and companies you're

most interested in. And, by all means, share it with the people you trust! After all, they want to help and see you succeed.

Networking

There's no better time of year to grow your network than late in the year. Between company parties, holiday get-togethers with colleagues and friends, and people visiting from out of town, you're going to see a lot of faces in a narrow window of time.

Even though hiring practices slow down at the end of the year, that doesn't mean you should slow down your job search. In fact, it's quite the opposite. Hiring managers and recruiters often have lighter workloads. When that's the case, they're left with more time to schedule meetings and have conversations about your goals.

As is true with networking at any time, you should focus on building meaningful connections. Sure, it's okay to make it known that you're on the hunt for something new. However, there will be plenty of time to send in your resume and discuss nuts and bolts once the holidays have come and gone. The truth remains, people hire and work with people they like. So, make those first impressions count and build genuine connections.

Take Posted Jobs Seriously

Whenever you see a job posted online, the question always becomes if it's worth your time. All too often, jobs are posted for reasons of compliance or, the position has already been filled. That's not usually the case late in the year, though. Again, November and December are usually slow for hiring. That means if a job is posted, there's a high likelihood it's legitimate and worth checking out.

It's easy to get lazy with your job search this time of year. After all, there are going to be fewer postings, and that can get discouraging. If you make it a habit to set a little time aside to look each day however, you're bound to come across something worth looking into eventually.

The holidays are filled with all sorts of distractions. There's planning events, preparing for a menagerie of visitors at Thanksgiving and Christmas, shopping for

everyone, maybe even traveling yourself. This time of year is also one of reflection. It just might be the time the you decide to start looking for a new opportunity. If you're proactive about your search though, you just might find yourself in an exciting new position at the beginning of the year while everybody else is only starting the process.

Planning the Perfect Holiday Party



Your team has worked hard all year to achieve the results you expect. They've come in early, stayed late, and performed duties far beyond those listed in their job description. You've set the bar high. Everyone knows what's expected and they respect you as a leader. You've remained highly professional throughout the whole year.

Now that Thanksgiving has come to pass, you find yourself feeling a little sentimental about the holidays. Sure, there's still plenty of work to be done. But, you've taken a step back to really appreciate the effort everyone's put forth for the past 11 months. To show them your appreciation, it's time to plan a company holiday party. You don't want to do the typical catered appetizers and cheap wine. You really want to show everyone a good time. Planning a party that everyone's sure to enjoy isn't easy. If you're not sure where to start, check out our list of best tips below.

Budget

As you start planning your holiday party, all sorts of ideas are going to run through your head. Maybe it would be cool to have a DJ. Perhaps it's a fancy offsite venue with room for all trappings imaginable. While all these ideas sound like a blast, you have to keep your budget in mind. Yes, you want to throw a party that everyone will remember. However, the last thing you want to do is spend a chunk of quarterly profits on one night of fun.

Before you start putting down deposits and ordering the finest sushi in town, do some research and make sure you stay within your budget.

Decide on a Theme

Themes are fun. That's the bottom line. And the best part? Your options are limitless. A good place to start is taking a poll. Come up with a few ideas and circulate them through your organization. Maybe it's a casino night. What about a masquerade party? Who doesn't love a luau when it's frigid outside? Whatever theme you choose, make sure it's fun and won't raise any red flags with HR.

Book a Venue

Your employees spend the majority of their waking hours at the office. That's the last place they want to cut loose and have a little fun. If it's in your budget, book an offsite venue. Maybe it's the county fairgrounds. What about a bowling alley or roller rink? Whatever you choose, make sure it's a place people can get to that's within your budget.

Icebreakers

Your employees love the fact that you're throwing a holiday party. They get to bring their significant others and have a night of fun. That doesn't mean that they're going to be super comfortable mingling with everyone in the group. Chances are, Greg from the engineering team isn't going out of his way to say hello to Sam from accounts payable.

Holiday parties are a great time to foster cross-departmental integration. This is

easy when you set up activities that encourage bonding. Set up teams for charades. What about trivia? Again, you can get as creative as you want. Just make sure they're fun and allow people to let their guard down.

White Elephant Gift Exchange

Who doesn't love an old-fashioned gift exchange? Well before your party commences, communicate that everyone should bring a gift for a white elephant gift exchange. It's a good idea to set a limit on how much money people should spend on their gift so it doesn't become a financial burden in any way. Usually \$10 or \$20 is affordable for everyone.

Entertainment

Entertainers are a hit at every party. Whether it's a hypnotist, magician or Santa, entertainment adds a fun dynamic to any party. Whatever entertainment you decide on, make sure to reserve it well in advance. The holiday season is where entertainers make their money and they book up quickly.

Transportation

The idea of having a holiday party is for everyone to have a good time. As they should. It's inevitable that some folks are going to have a little too much to drink. You shouldn't, but some people will. It's important that they get home safely. Spend the extra money to have transportation arranged for people that shouldn't drive. Hire a local cab company. Post an ad on Craigslist for Uber and Lyft drivers letting them know that there will be plenty of fares once the festivities end. The last thing you want is someone making the wrong decision and having to deal with the consequences.

Holiday parties are meant to be fun. They're a chance for everyone to come together, bond and share in some holiday cheer. Throwing a party that's memorable goes a long way in not only showing your appreciation for your employees but, boosting morale and carrying momentum through the end of the year. As long as you follow some of the advice above, stay within budget and make sure everyone is safe, your holiday shindig is sure to be a success.

Common Mistakes to Avoid During a Job Interview



You're out of practice. You were in your most recent role as a manager or team lead for a number of years. You conducted plenty of interviews and saw a wide spectrum of performances. Now, for whatever reason, you're sitting on the opposite side of the desk as the interviewee. You're probably thinking that you've got it down based on all your experience. Did it ever occur to you that it might be a good idea to brush up a little just in case? It's true. Even the most seasoned job applicants make mistakes.

If you're on the hunt for a new job, keep in mind some of the common interview mistakes below.

Not Starting on Time

This one seems obvious. You always give yourself plenty of time when showing up to an interview. Finding your way through an unfamiliar building, getting through security, filling out paperwork - there's a lot to get done before the interview even starts.

But, being on time mentally is just as important as showing up physically. You're going to be nervous in the first moments of the interview. Your mind will be racing and your palms a little sweaty.

That's only natural. The key is to be sharp from the second the interview starts. Make it a point to actively listen to the questions being asked and wait until the interviewer has finished asking the question before jumping in with your answer. Take your time giving thoughtful answers and speak slowly. Even though most interviewees settle down eventually, it's to your advantage to be fully present from the start.

Talking Too Much About Yourself

It seems a little counterintuitive but, talking about yourself too much in an interview is a mistake. Sure, the interview is your chance to prove you're the right candidate for the job. But put yourself in the shoes of the interviewer. They're focused on finding the person that's going to benefit their company the most. In your answers, talk about projects you worked on as part of a team, and what your contribution to the team was. This shows what you can do as an individual, and that you can act as part of a team.

Instead of solely highlighting your previous experience and making it known that you're gritty and up for the challenge, ask about the company. What are their priorities, goals and objectives? What about their culture do people love? Are there any gaps that need to be filled? When you ask poignant questions, you convey to the interviewer that your primary concern is adding as much value as you can.

Body Language

This one seems obvious but, it's a mistake that too many interviewees make. Most communication is non-verbal. The interviewer is going to be watching how you comport yourself. Do you shake hands firmly when you walk in the door? Do you make eye contact? Or are your eyes darting every which way? Do you slouch in your chair? Or does your posture let the person across the desk know that you're fully engaged? Do you tend to fidget or have happy feet? And what about your tone of voice? Is it low and lethargic? Or is it upbeat and excited? Even though these nuances seem trivial, they go a long way in creating a first impression and in letting the interviewer know who you are.

Not Being Specific Enough

When you're in the process of trying to find a new job, it's easy to fall into the mindset that you'll take any job over your last position. When this happens, there's a tendency to get into the habit of talking about your qualifications. That's not enough in an interview. You need to highlight how your qualifications are fit specifically for the job you're applying for, and what you were able to accomplish for your employers. When you do this successfully, you convey that you really want this job, what you might be able to accomplish for them, and set yourself apart from the competition.

Not Preparing for a Phone Interview

You might think that a phone interview is easier than a live interview. It's actually the opposite. In a live setting, you're able to read and give off non-verbal cues. All of that communication is lost when you talk on the phone. As a result, what you say becomes all the more important. If you have a phone interview scheduled, take the extra time to practice with a colleague or someone with phone interview experience. Also make sure your phone is fully charged and you are in a location that gets good reception. You'll be glad you did.

Being on the job hunt can be stressful. Between the unknowns, customizing resumes, and waiting to see if you landed a job or even an interview, there's a lot to juggle. Not to mention the stress of interviewing itself. The good news is, if you take the time to prepare, and are aware of some common mistakes to avoid, your chances of being successful increase exponentially.

The Importance of Emotional Intelligence in the Workplace



Emotional intelligence or, EQ as it's come to be known. It's become a buzz word in the last decade or so. It sounds cool, sophisticated even. But what the heck does it mean? As defined by researchers Peter Salavoy and John Mayer, who coined the term, emotional intelligence means being aware that emotions can drive our behavior and impact people positively or negatively. Furthermore, it is the ability to manage those emotions, especially when under pressure.

With that definition in mind, it's easy to see how EQ, or lack thereof, can have a significant effect in the workplace. In an office where people exhibit low EQ, distrust, frustration, anger and lack of productivity can run rampant. Conversely, when team members exude high EQ, the results are the complete opposite. Trust, communication, openness, happiness and high productivity will likely be found.

If you're curious to learn a little more about EQ and how it can improve your career, read on. We've compiled a list of the top ways that high EQ can be a benefit.

Awareness and Reflection

The first step to increasing your EQ is to become aware of your behaviors and reflect on them. That doesn't mean finding all your worse traits and beating yourself up. Rather, it involves having an honest conversation with yourself about your strengths and weaknesses. Maybe you've found that you're short and curt with your team of engineers. Upon reflecting on this behavior, high EQ dictates that you set about improving.

Fast Decision-Making

Thanks to technology, we're able to communicate faster than ever. Gone are the days of interoffice memos. Instead, emails, texts and zoom meetings allow

information to be shared freely with the masses. As a result, some people are quick to react, positively or negatively, when they hear something new. People of high EQ however, choose to respond, instead of react. They take time to process what they've learned, and consider the implications their response will have for those around them. In other words, they calculate their next move based on a number of factors, instead of shooting from the hip.

Increased Perception

People of high EQ are always aware of what's going on around them. They can sense when big news is on the horizon. They're perceptive enough to notice even the smallest of changes in someone's behavior that might indicate they are struggling. With this heightened perception in their arsenal, they're able to spot issues ahead of time and address problems before they get out of hand.

High Morale

Whether you're leading an entire organization, department or a small team, it's your job to make sure that everything and everybody is functioning as smoothly as possible. You're charged with solving issues of productivity, employee engagement, communication, cohesiveness and a whole host of other issues that arise. In order to do so effectively requires high emotional IQ.

At some point, you'll have to deal with an employee whose being unreasonable in one way or another. You have two choices. Either become angry and escalate the situation (low EQ) or, find a way to mitigate the problem and resolve it as quickly and calmly as possible (high EQ).

Foster a High-Functioning Culture

This is the ultimate for leaders with high EQ. High-functioning cultures directly correlate with high production and profitability. As the leader of such a culture, you exemplify what high EQ is. You've invested the time and learned the skills necessary to lead others in the most effective way possible.

So, what does a high EQ leader look like? You're able to build and manage healthy relationships with others. You listen actively to what everyone has to say. You maintain a level head and make it a point to respond instead of reacting.

As a VP, Team Lead, Manager, etc., you've proven that you have the skills and know-how to perform at a high level. Your experience speaks for itself, and you're in a position of leadership for a reason. As you know though, there are always ways to improve. Not only for yourself, but the company as a whole. Learning, then demonstrating emotional intelligence is a great place to start. Once you learn what it takes to practice high EQ, the results just might blow your mind. You, and everyone around will stand to benefit. You'll be happier, less stressed, more productive and more profitable as a result.

What's Holding You Back In Your Career



Maybe you're in a situation where you feel like you're just going through the motions. You show up, do your job, go home. Wash, rinse, repeat. The days and months all seem to blend together. It might not be that you're miserable, you're just not as excited about your job as you once were. You haven't seen a raise or promotion for quite a while. It's not that your jobs in jeopardy. You just seem to have hit a glass ceiling.

If any of this sounds familiar, you're not alone. Millions of people feel stuck in their jobs. But, guess what? Sometimes, the obstacles that are in your way are ones you put there. I know, that might sound a little harsh. There's good news though. If you're willing to take an honest look in the mirror, identifying some mitigating behaviors is easy.

Explicit Goals

You have some goals in mind. You want to become a project leader or get into the next level of management? Great! Have you written these goals down? Better yet, have you formulated the steps to achieve them?

While long-term goals are wonderful, they require short-term goals to get there. Short-term goals need attention too. Think about what steps you need to take to achieve those long-term goals. Is it additional training, or more experience in a particular area? Setting these smaller steps as goals is something you can do now to get you closer to the long-term goals.

Handling Criticism

If you ask any successful businessperson how they got to where they are, learning from past mistakes will be a significant part of their answer. Part of learning from mistakes is taking constructive criticism to heart. Think about the last time your boss came to you with a suggestion or new idea about how you could improve. How did you react? Did you welcome the feedback? Or did you get defensive and confrontational?

If you're able to put your ego aside, and learn from constructive feedback, you'll quickly set yourself on the path to future success.

Waiting for More Responsibility

You know this one. It's how you got to where you currently are. We're talking about asking for more responsibility. If you now find yourself sitting back, waiting for the torch to be handed to you, you might be waiting for quite a while. Employers love people who are self-starters and go-getters. When you actively seek more responsibility, it shows that you're eager to learn and to get better. If you've become complacent, this one simple change could make all the difference and put you on your boss's radar for more responsibility or opportunities.

Seeking New Learning Opportunities

In the age of technology, learning has never been so fast paced. What was cutting edge two months ago might be obsolete now. In other words, if you aren't constantly learning, you're falling behind. We aren't saying that you need to attend every new tech promo available. However, it's essential that you keep yourself abreast of the latest skills and industry trends if you want to move up.

Networking

Networking is a buzz word, we know. But, it's one that isn't going away any time soon. Whether your job relies on it entirely, or you work by yourself, you're going to have to network at some point. The good news is that networking is something you can do all the time. If it's at an organized networking event, you should go. If it's a weekend round of golf with some strangers, same story.

In the end, it's a numbers game. The more people you know, the better. Even though the business world has become flatter thanks to the ability to communicate electronically, there is still no substitute for building relationships in person.

Asking for Raises or Promotions

There's an old axiom that says, "the worst thing that happens when you ask, is that you end up in the same place." When was the last time you asked for a raise or promotion? You've taken on more work, more stress, more responsibility. But you're making the same amount of money as when you started.

What gives?

Even if you haven't taken on more responsibilities, you can ask what you would need to do to get that promotion or raise. At least then you will know what the expectations are and you can start working towards it.

If you want to advance your career, you have to ask for more at some point. Yes, it's going to be uncomfortable. Yes, you're going to have thoughts and feelings that you're overstepping your bounds. That's ok. But, if you've proven yourself time and again, you owe it to yourself to ask that question. You might very well be

surprised by the response you receive.

In an age where everything changes in the blink of an eye, it's only natural to seek comfort and stability. You can pay the bills, achieve some level of fulfillment and feel secure. After a while though, you become bored, maybe even apathetic. When it gets to that point, the onus is on you. If you want more – more money, more meaning, more success, ask yourself some of these questions. If you answer them honestly and take some small steps, you just might find what you've been waiting for.

How to Reinvent Yourself in an Unforgiving Job Market



Maybe it's happened to you. If not, it's certainly happened to someone you know. You show up to work one day and find out that you're being let go. Maybe, it's just no longer a good fit. Maybe, your position is being replaced by technology. Perhaps, you were part of a corporate downsizing.

Whatever the reason, being let go is one of the worst feelings in the world. You feel lost, unwanted and want to go crawl in a hole. In your eyes, you're letting yourself and your family down. No one can blame you for feeling this way. But, you can't wallow in your own misery forever. As hard as it might be to recognize in the moment, it's not the end of the world. If you find yourself in this position and aren't sure how to proceed, read on.

What People Say or Think Doesn't Matter

You're probably used to folks looking up to you. Now, you're wondering how you're going to pay the dues at the country club, or your child's private school next month. Or, how you're going to tell your friends you can't make that weekend couples trip to wine country. None of that matters. It's going to take some time to come to grips with your new reality. The bottom line is that what other's think, do or say isn't a reflection on you as a person.

Starting from Scratch isn't a Bad Thing

Even though it seems like you've hit rock bottom and there's no way out, it's quite the opposite. You're now free to do whatever you want. No boss to answer to, no teams to manage. You get to call your own shots.

This is a time for introspection. Ask yourself some big picture questions. What are your core values? What do you want out of your next job? Are the skills you currently possess still valuable? If not, what new skills are you willing to learn or refine? This is a time without your usual day-to-day distractions to really consider what you want to do and what makes you happy.

Purpose

For years, you've woken up every day with a purpose. To make money. To make your organization better. To further your own skills. To meet the expectations of others.

All those things you once knew, are gone. That doesn't mean that having purpose is any less important, though. In fact, it's more important now than ever. The cool thing is that you now get to define it for yourself. Purpose is different for everyone. It might mean taking some time for yourself. Or, it might be jumping right back in the saddle and beginning the job search. Whatever path you choose, it's vital that you have a purpose each and every day.

Take Action

Once you've taken some time to clear your head, it's time to make a game plan and put it into action. It isn't going to be easy. If you decide to change careers entirely, great. If it's time to look for something new in the same realm, all the better. Whatever your plan of action is, the key is to pursue it doggedly. There are going to be days and moments of frustration. You're going to feel like giving up. But, you have to remember what made you successful in the first place. It wasn't doubt, angst or giving in.

Once you've committed to a new path, stay with it. Your discipline and determination will win out in the end.

Dealing with Rejection

If it was easy, everyone would be doing it. So the saying goes. Once in a while, you'll be in the right place at the right time and land firmly on your feet. More often than not though, you're going to face some rejection on your way to newfound success. How you deal with it is what makes all the difference. When you don't land that interview or job, it's easy to get down and start doubting yourself.

But maybe, there's another way to look at it. Instead of rejection being the end of the world, what if you looked at it as another opportunity to try something new? No question, it's easier said than done. If you're going to be successful, you're going to need a thick layer of skin and a positive attitude.

If you stay at it long enough, everything will work out.

It sucks. Just when you think you're on the path to success and longevity, your momentum is halted in its tracks. It seems like the end of the world, and it's impossible to see a path forward. Those thoughts are natural. The easy way out is to admit defeat and pack it in. If you want to be resilient however, there's nothing that stands in your way. Ultimately, you're the determinant of your success and happiness. If you choose the latter, and set about your circumstances in the right way, you'll find yourself back on top and happier than ever. After all, if you think back at setbacks you've had before, you may notice that the next step you took was better than where you were. And the next step you take will most likely be an

improvement over where you just left. This is your chance to make the improvements.

If you are looking for a job in the [Life Sciences industries](#), contact me, Jeff King at jking@rqfocus.com or (541) 639-3501.