

# How-To Get the Promotion You are After



You've been at your current company for a while. That enthusiasm you had for your job on day one hasn't wavered. In fact, you're more excited about the work you're doing, and the people around you than you've ever been. You've been a model of consistency meeting deadlines, leading teams, and tackling big projects. Your hard work hasn't gone unnoticed either. Your diligence has been lauded by your superiors. Maybe you've even received a bonus.

But now, you want more. More responsibility. More influence in decision making. More money wouldn't be the worst thing either. We're talking about a promotion. You feel like you're on the cusp of receiving great news but, the days, weeks and months seem to pass by.

The truth is, while you're doing an exceptional job, there's probably more to the equation. We polled the experts about what it takes to secure that promotion you're after. Here's what they had to say.

## Offer Solutions

Take a quick minute to think about someone in your organization who constantly complains. In their eyes, this person doesn't make enough money. When they make a mistake, they always place the blame on someone or something else. This mindset is the surest way to NOT get promoted.

Instead, be a catalyst for solutions. You're going to make mistakes every now and then. The key is to learn from them and deliver solutions that can be put into

action. Share these ideas with your boss. Not only does it show that you're humble enough to take ownership of your mistakes, but that you have the capacity to be proactive when things don't go according to plan.

## **It Actually IS Your Job**

There's nothing a boss hates hearing more than the words, "that's not my job." Just because something isn't in your job description, doesn't mean you can't lend a helping hand elsewhere when needed.

There's inevitably going to come a time when you're asked to perform a task outside your normal responsibilities. Instead of loathing this opportunity, look at it as a chance to make your organization better. Sure, your "job" might be outlined in the description from your hiring packet. However, your real JOB is to do everything you can to contribute to the greater good.

To go a step further, actively look for ways that you can help those around you without being asked or told. This type of behavior won't go unnoticed. In fact, it shows your commitment and dedication to the greater success of the company and everyone around you.

## **Find a Mentor**

The reality is that most of your coworkers don't actively seek out a professional mentor. Sure, they might be great at their job, but they don't make the effort to find someone they can learn from. Seeking out a mentor is one of the best things you can do if you want to move up.

Not only does it show that you're hungry, and don't want to remain stagnant, it puts you front and center in the eyes of your superiors. When the time comes, which it will, for someone to take the lead on an important project or department, you'll be in prime position.

## **Become a Problem Anticipator, Not a Problem Solver**

There's no question that your ability to remain cool under pressure is going to

serve you well in your career. When things go awry, maintaining a level head, and thinking clearly, are essential skills.

You know what your superiors love even more, though? Someone who can spot problems before they arise. When you're able to think strategically, and enact a plan of action, you demonstrate one of the most critical skills a leader can possess.

## **How Do You Spend Your Free Time?**

Take a look around and ask yourself how many of your colleagues are pursuing continuing education or attending industry workshops and networking events. Probably not all that many.

It's one thing to go through the mandatory compliance and professional development training. Improving your skills on your own volition is another matter entirely. The best part, it doesn't take all that much effort. A good strategy is to set aside some time once or twice a month to immerse yourself in a setting where you're surrounded by industry leaders and learn.

If you don't have time for that, try reading an industry publication or book in your spare time. Whatever you can do to advance your skills and knowledge is only going to be of benefit.

There's more talent in the workforce today than ever before. If you want to move up, you've no choice but to separate yourself from the status quo. If you make the effort, and employ some of the strategies above, your chances of getting that promotion you're after increase exponentially. The good news might even come faster than you think.

---

## **Best Strategies to Build the**

# Confidence You Need to Succeed



At some point in your career, you've dealt with self-doubt of some sort. Am I good enough for this job? Do I deserve this promotion? What if I fail? If any of those questions sound familiar, you're not alone. Everyone goes through times when their confidence is in crisis and fear takes over. Maybe it's something you're struggling with right now. The good news is that these thoughts of self-doubt don't last forever, and your worst fears rarely come true.

However, if you're going to succeed in the long run, you need to believe in yourself and your abilities. Even though it's not easy, it's a skill that can be learned. This week we talk about the best strategies to help grow your self-confidence.

## Remember Your Accomplishments

This is a great place to start if you're working on building your confidence. In times of fear and doubt, it's easy to forget all that you've done. But remember, you didn't get to where you are today without doing some pretty amazing things along the way.

Find a quiet place where you can be by yourself. Write down a list of ten things you're most proud of. They don't even have to be related to your career. Maybe you ran a marathon. What about that time you got a promotion when you least expected it? Put this list somewhere you can see it daily. Tape it to your bathroom mirror or put it on the nightstand next to your bed. After you start seeing your list of accomplishments enough, you'll start to think of yourself in a more positive light and begin silencing your inner critic.

# Inner Critic

Speaking of your inner critic, everyone has one. And, it's almost always your worst critic. Unfortunately, your inner critic rarely, if ever, does you any good. Sure, it's an admirable trait to be humble but, your inner critic can be flat out mean.

To silence your inner critic, Dr. Lisa Firestone has some great advice. Start by acknowledging its presence. Trying to suppress it won't do any good.

Next, listen to what that evil voice inside your head is telling you. Write those thoughts down in second person. If the thought is "I'm not good enough," write it down as "You're not good enough." This helps your brain see these thoughts from an outside perspective.

Now, write down constructive responses to these thoughts using "I". "I might be having a tough time, but I know I have what it takes to get through it."

By practicing this simple exercise whenever your inner critic rears its ugly head, you'll start to show yourself some compassion, which is critical if you want your confidence to grow.

## Stop Comparing Yourself to Others

It's a habit for people that are struggling with confidence to compare themselves to others. They look at everyone else's accomplishments and think they don't deserve the same for themselves. This kind of destructive behavior is poison for your confidence.

The key is to train your mind to think of others and what they have as equal to you. Yes, this is easier said than done but, it CAN be done.

Social media is a great example. When you find yourself scrolling through Facebook or Instagram, you're looking at everyone's perfect little life. That's what they want others to see. The reality is what people post is a far cry from reality. Status updates get blown out of proportion. Pictures are photoshopped to look perfect. The list goes on.

When you can stop comparing yourself to others, you're on the verge of realizing

the self-confidence it takes to succeed in your career and, as a person.

## Get Outside Your Comfort Zone

It's human nature to want to be comfortable. It's safe and predictable. Unfortunately, there isn't much room for meaningful growth unless you put yourself in uncomfortable situations.

Think about it in the context of a high school dance. A boy has his eye on a girl but he's too afraid to ask her to dance for fear of being rejected. The reality is, the only way he's going to get the girl to notice his existence, is to risk being uncomfortable and asking her to dance.

The same goes for your career and life. If you want to grow and achieve your goals, you have to take some risks and be uncomfortable.

Contrary to popular belief, confidence isn't something you're either born with or without. It's a skill that can be learned and, it's necessary for your growth, success, health and happiness. If you're struggling to believe you have what it takes to accomplish whatever it is you're after, know that it won't last forever. If you employ some of the strategies above, you might just be surprised by how much your confidence grows in a short amount of time.

---

## Breaking Bad Habits at Work



Virtually everyone is guilty of it. And that most likely includes you if you're

reading this article. What are we talking about? Bad habits at work that keep you from being your most productive and efficient. Whether it's lack of organization, being easily distracted or being late, these bad habits cost you time and make it harder to get all your tasks done during the day. The good news is you're not alone and there are some simple steps you can take to identify your bad habits and correct them.

## **Take Inventory**

Before you can fix a problem, you have to know what it is. When it comes to counterproductive tendencies at work, you should start by taking inventory of your day. Do you show up on time? How much time do you spend multitasking? Is your desk a mess? Do Facebook and LinkedIn suck you in?

Once you've honestly identified some areas where you can improve, you need to adopt the mindset that you're willing and ready to change.

## **Baby Steps**

After you've given some serious thought to your bad habits and written them down, you might find yourself overwhelmed with all the ways you can do your job better. The key to enacting change however is to start with just one habit. Even if it's something as small as getting to work on time, put all your focus on just one habit. Once you prove to yourself that you're able to make a single change, you'll be surprised how motivated you are to tackle the next obstacle.

## **Replacements**

When it comes to habits that involve wasting time, it's easy to say "I'm not going to look at Facebook at work anymore." But what are you going to do with all that newfound time? If you're going to break a bad habit, you need to have a plan what you're going to replace it with. Some ideas might be catching up on paperwork or listening to an industry relevant podcast with that extra 30 minutes.

# Be Patient

There's a famous study that says it takes 21 days to change a habit. This is just one study though. Some people can make changes faster and it can take longer for others. The key to enacting lasting change is to be patient. You're going to have setbacks and you're going to slip up, it's inevitable. If you're patient with yourself though, you'll be able to stay on track.

# Reward Yourself

Who doesn't like being rewarded? Once you've accomplished the goal of making a change, reward yourself. Sure, you should do something to celebrate at the end, but it's important to reward yourself along the way too. Maybe your goal on a daily basis is to not check social media before lunch. If you make it, spend a few minutes checking your newsfeed while you eat, just don't get carried away.

# Plan for Setbacks

We all have triggers. Whether it's missing a project goal or not getting the promotion you were in line for, you're going to want to revert back to old habits that are unproductive. That's why having some coping mechanisms in place is so important. When things don't go your way, maybe you're tempted to close your door and watch YouTube videos the rest of the day. Instead, maybe all you need is a walk around the block or to talk to someone to avoid slipping back into old ways.

# Make Yourself Accountable

Nothing helps you stay accountable like telling the people around you what you're trying to accomplish. Maybe it's not drinking after work. When you state your goal to your co-workers, they'll know not to invite you to happy hour. And if they do catch you at the pub, you'll have to answer to them.



# Use Technology

As much as technology can be blamed for your bad habits, it can help too. Try setting your phone to go straight to voicemail. Turn off the text and email alerts for set periods of time. Doing simple things like these keeps you from getting distracted and allows you to focus solely on the task at hand.

Whether we want to admit it or not, there are things we can all do to make better use of our time at work. Even though making meaningful change can be hard, the benefits are almost always worthwhile. If you take time to identify some areas where you can improve, adopt a “can-do” attitude and employ some of the strategies above, you’ll be amazed by the results you can achieve in a short time.

---

## Best Ways to Boost Your Focus on Demand



Some people are doing it. As crazy as it sounds, they’re videotaping themselves in the office for a day to see how much time they waste. And what those that have dared to take on this little experiment have found is pretty staggering. Between, Facebook, Instagram, LinkedIn, checking fantasy football scores, email and cell phones, there’s a lot of time that is just flat out wasted during the day. It shouldn’t come as much of a surprise either. But, in a time when demands in the workplace are at an all-time high, doesn’t it reason that you should be as productive as you can?

At the end of the day it all comes down to your ability to focus. So, how do you focus on demand? We've got a couple ideas.

## **Take a Break**

Yep, that's right. Countless studies have proven that taking frequent short breaks is essential for maximizing your productivity. In fact, people that take a five-minute break every hour to leave the office, take a short walk and get away from their desk entirely are much more productive than those that are seated behind a computer screen for hours on end. Try scheduling purposeful breaks throughout the day. You'll find that your ability to focus on a singular task and get things done increases immediately.

## **No More Multitasking**

It happens dozens of times per day. You're working on something and the new email alert shows up in the bottom right corner of your computer screen. You see it, click on it, and before you know it, you're embroiled in responding and have totally lost track of what you were working on before. When you finally return to the task at hand, that email is still on your mind and you have to backtrack to figure out where you left off. Talk about wasted time.

Try time blocking. If you purposefully set time aside for certain tasks each day and stick to it, you'll be shocked at how well you're able to maintain focus and get things done.

## **Music Anyone?**

Maybe it's not for everyone and we're certainly not talking about having the latest Katy Perry single on repeat. But if you find yourself struggling to maintain your focus, you might want to experiment with have some soothing classical or piano music playing in the background while you work. Studies have shown this to be an effective strategy to stay on task.

# Get Rid of Clutter

There's nothing worse than coming into the office in the morning and not being able to see your desk. Quality reports on top of company memos buried under those thank you notes you forgot to send yesterday. By the time you've cleaned up the mess, 30 minutes have gone by and you're still not sure where you left off.

If you make a point to stay organized and clean your desk off before you leave every day, you'll be able to get off to a fast start the following morning and maintain that momentum throughout the day.

## Breathe

Think about how your body reacts when you're stressed or under the gun. Do you tense up? Does your breath become shallow? Of course, that's the natural reaction when you're uncomfortable. Your mind is racing with 1,000 different thoughts and your ability to focus becomes greatly diminished. Even though it seems counterintuitive, this is when you should actually slow things down and take some [conscious deep breaths](#). Doing so helps you stay in the present and allows your mind to more clearly process everything that's going on.

## The Power of a Nap

It's not likely that it will be possible every day, but if you can carve out 10-30 minutes for a power nap in the early afternoon, it can make all the difference between being worthless the rest of the day and feeling recharged. The body and mind have an amazing ability to bounce back quickly, they just need a little time.

## Exercise

We're not talking about doing an entire workout in the gym. But, if you've been sitting behind your desk all morning, your blood circulation slows and it's easy to become tired. If you start feeling lethargic or your mind starts to wander, take a couple minutes to do jumping jacks, go on a walk or any other kind of [quick physical activity](#). Before you know it, you'll feel refreshed and awake.

Ok, you don't have to go to the extreme of filming yourself in the office to conjure

up some ways to boost your focus and see just how much time you're wasting throughout the day. Instead, be conscious of distractions like email, your phone and social media. There's nothing wrong with taking mental breaks to indulge these habits, you just don't want to let them get in the way of your productivity. If you implement some of the strategies above when you're feeling tired or distracted, you'll be amazed by just how much more you can get done between 9:00 and 5:00.

As a [Life Sciences recruiter in the Bay Area](#), I have worked with many types of professionals who have specific business processes. I can help you find a high-quality employee that fits in your company culture. Contact me, Jeff King, if you need an employee or are search for a new job in the [pharmaceutical, biotech, or medical device industries](#).

---

## Should You Take that Promotion?



From the moment you finish your formal education, it's ingrained in your mind that you should always be looking to move up in whatever company you go to work for. The idea that if you show up early, stay late and consistently go the extra mile to set yourself apart is the key to getting promoted is what we are taught to believe. While getting promoted is usually equated with higher pay, more responsibility and a clear sign that your hard work has finally been noticed, there are a host of factors to consider before you sign on the dotted line.

Are you 100% ready to take the promotion? The obvious answer for most people is

“absolutely”. Even though getting the news that you’re being promoted is sure to bring about feelings of elation in the immediacy, it’s important to look at the opportunity from every angle as accepting could be life-changing. Below are some questions to consider with a clear head before you take the plunge.

## **Do You Have the Necessary Experience?**

Maybe you’ve been in your current role for a while and have proven time and again that you have what it takes to do your job. With your pending promotion however, do you have the skills and experience that will be required to meet the demands of the new post? For example, maybe you’ve been working in a role that doesn’t require management skills and now you’ll be charged with overseeing an entire team or department. If you plan on “figuring it out as you go,” you may want to seriously consider the impact taking the promotion might have on you, the organization and your team.

## **Will You Receive the Necessary Training and Support?**

The truth is that not everyone who gives a promotion does so with consideration for what life will be like for the person in the new role. More often than you might think, managers don’t have the clearest idea about what it takes to do the job effectively on a daily basis. This can result in a lack of necessary training and support which can not only make your life more stressful, but have devastating effects for the morale and productivity of the organization. So, before you dive in head first, make certain that you’ll have access to the training, resources and support you need.

## **Is the Promotion Aligned with Your Goals?**

You have probably given some serious thought to the things you want to accomplish both professionally and personally. Maybe you want to become an influential leader but need more time to sharpen your skills or want to spend more time with your young family but the demands of the new job will have you spending your weekends at the office. While prestige and more money are alluring, your best bet is to carefully consider the implications the promotion will

have on life as you know it before you make a decision.

## **Does the Promotion Fit with Your Strengths and Passions?**

Taking inventory of what you are good at and truly enjoy is a crucial step in deciding whether or not to take a promotion. Maybe you love working one-on-one with customers and colleagues and enjoy seeing the tangible difference you make, but your new job all but eliminates the opportunity for you to utilize your skills in a way you enjoy. What if you'll be chained to a desk away from the day-to-day or have to travel more than you'd like? Once again, it's easy to get excited about the benefits the job could bring in the short-term, but failing to realize the effects it might have on your core values in the long-term is a mistake you don't want to make.

## **Have You Asked the Right Questions?**

Just because you're up for promotion doesn't mean it's always your best option. Before you take on added responsibility, make sure you do some thorough research and ask the right questions. Was the previous person in the role fired? Is your promotion part of a reorganization? Does the new position see excessive turnover? What do your trusted colleagues, family and friends think about the opportunity? If you take the time to examine all the different dynamics of why you're being promoted, you might find some red flags that cause you to think twice.

Getting promoted is exciting, there's no doubt about it. It's a sign that your hard work has paid off and managers feel like you have the skills to take on more responsibility. Not to mention you're going to be compensated accordingly. While it all seems wonderful in the short-term, it's essential that you consider every implication taking a new job will have before you make a commitment. If you take the time to look at the entire picture as objectively as possible, you'll be in a better place to make a decision that is best for you and everyone involved.

If you do decide the promotion is not right for you, let your manager know you really appreciate being offered the new position and explain what you like about

the opportunity, and what your concerns are. This discussion will let your manager know you've seriously considered the opportunity and may help determine a training plan moving forward.

---

# The Do's and Don'ts of E-mail Etiquette



If you're like most people, email plays a major in your life. Maybe it's the first thing you look at when you wake up in the morning and the last thing you check before you go to bed. While personal emails between you and your buddies might not require much decorum, such is not the case when communicating electronically with colleagues, clients or anyone work-related. Even though you may not like it, how and when you communicate via email for professional purposes can have a tremendous and lasting effect on your reputation. To ensure you send emails that are not only professional, but set you apart from your colleagues, we've compiled our best list of Do's and Don'ts below.

## Introduction

If you're emailing someone for the first time, it's imperative to get your introduction right as it can make or break the entire conversation. Using a proper salutation such as "Good Morning" or even "Hello" is better than "Hey" or "Hi". From here, get right to the point of who you are and why you're reaching out. The tone of introductory emails should always be upbeat and courteous while

remaining highly professional.

## **Subject Line**

You probably receive dozens of emails every day. Chances are you probably skip over the ones that aren't flagged as important or whose subject lines don't catch your eye. The same goes for emails you send as well. Using subject lines like "FYI," "Circling Back," and "Hi" ensures that your emails won't be read either. Your subject line should be concise and effectively communicate what your email is about. Subject lines like "Board Meeting Minutes" and "Time Off Request" directly communicate to the recipient what your message is about and are more likely to be read.

## **Speaking of Concise**

Professional emails aren't for sharing your thoughts and feelings in most cases. Instead, they are intended to communicate necessary information in an orderly, easy-to-read fashion. If you have several items to discuss in your note, use headings, short sentences and bullet points. Avoid using too many adjectives and excessive flowery language. Remember, your message is one of many that is going to be read so get to the point.

## **Don't Hit Reply-All**

Sometimes you'll get emails from C-Suite Executives or Administrative Assistants addressed to 10 or more people asking for your availability to volunteer for a community event or something similar. When responding, make sure you reply **ONLY** to the original sender. The entire thread doesn't need to know that you're committed to your kids' soccer game and can't make it.

## **Why Are You Forwarding This to Me?**

The forward option in email is a great way to share ideas and gather input quickly. Whether it's something you're passing along to another department, HR or a colleague, take the time to write a sentence or two explaining the reason you're forwarding the message. Failing to take this simple step will leave your



recipient either clueless or guessing at the intent of your forward.

## **The Power of One**

As we've discussed, email is a form of communication that is meant to exchange information quickly and efficiently. While being concise is paramount, limiting the subjects you cover to one per message avoids confusion and makes organization easier for everyone involved. If you find yourself sending a message with multiple topics, make them brief and list them out in bullet point fashion.

## **Emojis**

When you're sending a professional e-mail, you're not telling your boo how much you miss them. At all costs, avoid using emojis. Though you might think you're being funny or playful, all you're really doing is causing people to question your competency.

## **Why are You Sending Me This?**

Make sure that the intended recipients are in the right fields before you hit send. There are plenty of stories of people that sent an email to the wrong person and the consequences can be devastating. Even if you're sure your message is bullet-proof, take the necessary time to give it a second look.

## **Grammar Police**

While you might not care if someone uses "u" instead "you," others might. And even if they don't, you're always better off being safe than sorry on this one. Taking the time to use the right "there" or "their," commas and semicolons goes a long way in avoiding confusion and conveys intelligence to your reader. Though the occasional grammar mistake is forgivable, repeated or blatant offenses can damage your credibility.

# **All Caps**

Writing in ALL CAPS is something you should never do in an email. To your reader, it seems like you're shouting. Can you imagine reading a line in an email that says "NEVER BE LATE AGAIN"? Using all caps communicates unrest and is seen as confrontational. If you need to make a point, do it professionally and avoid language that incites anger or fear.

# **Read Receipts**

When you send important emails, you want to make sure they are read. Utilizing the read receipt option lets you know that your message has not only been seen, but read as well. This eliminates any potential breakdown in communication.

# **Before You Hit Send...**

Once you hit send whatever you've typed is gone forever. There are no do-overs. Before you hit send, take the time to thoroughly read what you've written to make sure that you are communicating the right message. Did you answer all the questions the original sender asked you? Were your directions clear?

Whether you hate e-mail or love it, it's not going away anytime soon. Being unprofessional or lazy in your electronic communication can prove costly. On the other hand, taking time to make sure your messages are professionally written, intended for the right recipient and communicate necessary information in a concise manner will set you apart from those that fail to make the effort.

---

# **Signs That You're Not Going to Get Promoted**



Promotions are the goal for most employees. After all, who wants to stay in a dead-end job? Unfortunately, some employees are stuck in jobs with no opportunity for growth or a raise. If this is you, it might not be obvious at first. You could even receive extra responsibility, but without any extra recognition, there might be a problem.

As a recruiter, I see many people stuck in dead-end jobs. I have compiled a list of signs that you are not getting promoted. If you recognize some of these signs in your current position and are a Regulatory or Quality professional in the San Francisco Bay Area, I can help you find a job with opportunity for growth.

## **You Get the Work No One Else Wants**

Everyone gets their hands dirty from time to time- even your boss. No one really likes doing menial tasks, but they are necessary. However, when you're the one that ends up with this type of work day in and day out, it's a sure bet you're not as valued as you should be.

Whether it be your own fault for your willingness to do whatever it takes, or you're continually being looked over by your superiors and colleagues, it's now clear that you are replaceable. This is a safe place in the eyes of your boss and there's no need to fix a problem (promoting you) if it's not broken. Bottom line, you're not about to move up.

## **You're Out of the Loop**

People engage with you on a daily basis but it's only the cursory "good morning" or "how's it going?" Physically you're there just like everyone else but you're left out of closed-door meetings and conversations of importance. No one asks you

your thoughts on that collaborative project that the rest of the team is excited about. These are all signs that when it comes time for quarterly bonuses or promotions, you're not high on the list.

## **Your Boss Isn't Interested In Your Ambitions**

Managers that care regularly check in with their employees about their aspirations. Even if it's not with the same company, they genuinely want the best for you and will do whatever they can to help you get there. Maybe you even go to them for advice but none is given. Unfortunately, this is an indicator that you're valued only in your current role and the chances of being promoted are slim to none.

## **The Math Doesn't Add Up**

Even though things seem to be going well you start to notice irregularities. You're asked to take a pay cut or give up company health insurance, bonuses and recognition no longer exist, meetings between HR and company executives become more frequent. These are signs that there might be a problem beyond the control of you or your boss. If your company is on thin ice from a leadership or financial standpoint, it's a clear sign that any thought of a promotion is out of sight.

There are countless reasons that you might not be getting promoted. Whether it's poor leadership above you, financial trouble, or plain indifference on your behalf or someone else's, it's important to recognize the signs and take the necessary steps to improve your situation.

If you find yourself in this situation it's natural to feel discouraged. Not all is lost though! If you take the steps to update your resume in a way that highlights your contributions (I can help with that as well) and actively start looking for better opportunities, they are out there. There are plenty of clichés about making the best out of a seemingly hopeless situation but there's a reason why. Indeed, some of the greatest opportunities for growth and advancement stem from situations when you hit the proverbial glass ceiling. Look for signs that you can turn things

around if you generally enjoy your job. But also look for signs that things will not improve and develop a plan to improve your situation.

I'm here to help. If you are looking for a new opportunity in the pharmaceutical, medical device, or biotech industries in the San Francisco Bay Area, contact me, Jeff King at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

---

## How Finding Your “Why” Leads to Success



Your most basic needs for survival are food, water and shelter. While survival is the bare minimum, humans crave and are capable of much more. You seek to provide for yourself and your loved ones. Making money, learning new things, helping others, pursuing happiness, staying healthy, creating relationships, the list goes on. Without a clear sense of why you seek these things however, you're susceptible to disengagement, despair and shame. To cope, it's easy to turn to drugs, alcohol and other unhealthy habits. It's not surprising that dependence on antidepressant medication, suicide and depression is on the rise.

Disengagement in the workplace is at an all-time high as well. While we're the wealthiest we've ever been, there is a distinct disconnect between being well-off and well-being. Without a clear sense of purpose – or a why – this cycle is sure to continue. The first step to achieving your career aspirations and breaking out of the rut of complacency and indifference is defining your why. Having a why gives you motivation, energy, courage to take risks, and drive to keep going when times

get tough.

## Five Why Questions

A good place to start when finding your why is having someone you know and trust, and that knows you, ask you the five why questions. Each question in this exercise is based off the answer to the previous and is designed to dig a little deeper. An example of what this conversation might look like is below.

Q: *"Why do you come to work every day?"*

A: *"So I can make money to support my family."*

Q: *"Why do want you support your family?"*

A: *"Because I love and care for them deeply."*

Q: *"Why do you love and care for them deeply?"*

A: *"Because they enrich my life and bring me joy."*

Q: *"Why do they enrich your life and bring you joy?"*

A: *"Because seeing them happy and successful make me happy?"*

Q: *"Why does seeing them happy and successful make you happy?"*

A: *"Because I care about others and when I see them doing well it motivates me to pursue my goals and dreams too."*

As you can see, this simple exercise can quickly get you thinking about what your true motivations are. And the best part is, it is not limited just to just five questions. Keep asking "why" until you have some answers you're satisfied with. Doing this exercise with someone that knows you pretty well can also give you a different perspective on some of your answers that you might not have even considered.

Now that you've entered a mindset that has you thinking about your life beyond the daily grind, Forbes contributor and award-winning author Margie Warrell suggests contemplating four questions that will help you identify the crossroads between your work, talents, expertise, passions and values. It is here that you can truly define your why.

## What Makes You Come Alive?

The immediate answers for you might be sailing in Greece, seeing your favorite

band in concert or vacationing in New England during the fall. If you think a little deeper however, you'll probably come up with some different answers. Instead of being about you, these answers will be about something bigger than you. They will let you connect with what you're passionate about. Writes Warrel, "when you focus your attention on endeavors that put a fire in your belly, you grow your impact and influence in ways that nothing else can."

## **What are Your Natural Strengths?**

When you're in an environment that lets your strengths shine through, you're bound to find increased personal and professional success. Are you the calming voice amidst chaos? Do you easily inspire or persuade people? Do your problem-solving skills set you apart? Do you find you're most successful going against the grain? By taking the necessary time to identify your strengths, you'll be better positioned to make an actionable plan to achieve your greatest ambitions.

## **Where do you Add the Most Value?**

Maybe you excel at your job. Others come to for help, you get promoted more quickly than your colleagues and your superiors recognize the contributions you make. This is all good and well but if you're heart isn't fully committed to what you do, chances are you aren't living out your why.

By knowing in what types of environments you add the most value and are most fulfilled, you're able to identify opportunities and career paths that allow you to make meaningful contributions and afford the greatest sense of accomplishment. Thinking about where you can best solve problems that you enjoy is a great way to focus solely on your strengths instead of eliminating weaknesses.

## **How Will You Measure your Life?**

Here again, your surface-level answers might be divergent from those derived if you think a little deeper. Perhaps making money is your immediate primary goal that you see as a means to an end allowing you to live the life you want. Perhaps a more thoughtful answer might be having an impeccable reputation for honesty or helping as many people as you can become homeowners. As Warrel writes, "the things that matter most are rarely things... deciding how you want to measure

your life means making a stand for something and then living your life in alignment with it.”

While the reality for most people is that they can't trade in making money for living a life based just on passion. If you look at this reality in the right way however, making money and following your heart don't have to be mutually exclusive. By focusing on how you go about your job instead of what your job is, you're likely to find more meaningful purpose.

Finding your why personally or professionally isn't something that happens overnight. It takes a lot of work and involves having some tough conversations with yourself. If you're willing to put in the effort though, the rewards can be unimaginable. If you feel like you're stuck in a rut or not progressing toward your goals as quickly as you'd like, asking yourself some of the questions discussed here is a good place to start.

---

## 4 Steps to Creating a Great Delegation System



Delegation can be difficult for many business leaders – even scary! When you delegate, you are handing over responsibilities. Often, these could be tasks that you performed well for years.

*Wouldn't it be better for the company to just continue the tasks yourself?*



Rarely.

Delegation can improve the productivity of a company. You can complete work faster and grow branches of the business. It can even help you keep your most valued employees by giving them new challenges. If delegation is a struggle then follow these five steps:

## **1. Trust Your Employees**

The first step to delegation is trusting your employees. If you cannot trust your employees you will never be able to delegate.

Ask your employees if they would like to take on more responsibility. Tell them if this could lead to a raise or promotion. You can even make this part of your employee development plan.

## **2. Establish Your Priorities**

Create a priority system for delegating tasks. You can divide tasks into categories – for example, urgent, important, and low tasks. Delegate the urgent tasks first.

## **3. Hire If Necessary**

No delegation systems work without a strong team. You may determine that you need to hire after you establish priorities and the status of your employee.

As a Specialized Quality and Regulatory Recruiter, I have helped business leaders hire productive employees to handle delegation, and to upgrade the caliber of their team.

## **4. Include Instructions**

It would be great if your employees could read your mind. Unfortunately, most businesses don't have that technology! Include detailed instructions to get your delegated tasks finished correctly and also set clear expectations. Eventually your employees will not require lengthy instructions which can save you hours, or even days of work.

What to Include in Your Instructions

- Detailed Milestones

- Deadlines
- Small Tasks

Delegating is a major step for any business leader. If you feel you need to add to your team, contact me to discuss your needs and we can create a solution plan for you. Contact me at [jking@rfocus.com](mailto:jking@rfocus.com) or (541) 639-3501.

---

## 5 Reasons Why Your Employees Are Quitting



Any business owner knows the anxiety when great employees quit their jobs. We invested training, resources, and time. Then your employee puts in their two weeks notice.

*Why did this happen?*

This article explains some of the top reasons that employees quit their jobs. Hold an exit interview to discover where your employees were dissatisfied.

### Low Compensation

Money is one of the most persuading factors for business decisions. This includes wage. Your employees want to be paid what they deserve. If your incentive does not fit the employee's effort you could experience a high turnover rate. Especially

in a tight market for talent where your employees may be getting contacted about opportunities that are offering a better compensation package. Retraining, relocating, and hiring is a hefty cost for the company. In the end, paying your employees less could be costing your company more.

## **Negative Environment**

Bullying, screaming, talking down, mismanagement, hostility, or more subtle forms of poor communication are all forms of a toxic work environment. As a business leader, you should not accept this environment as “what it is.”

*What is the root of the problem?*

If an employee is spreading gossip then speak with them. If the problem is ongoing, you will probably experience high turnover in your workplace. Another common problem I hear about is lack of recognition or appreciation for the job your employee is doing. Showing appreciation goes a long way to building loyalty with your employees.

## **No Opportunity for Growth**

According to a survey by TinyPulse, Only 26% of employees surveyed felt they had adequate opportunities for career growth. The managers of these same employees were more optimistic: 50% of managers surveyed felt there was adequate opportunity for professional development at their organizations. This is a major disconnect!

The miscommunication can lead to a high turnover rate. Employees want to work for a company where they can advance their career. To avoid conflict, provide job trainings and promote new openings internally.

## **Poor Management**

Poor management impacts the entire organization. Employees become unproductive, unmotivated, and the company is unable to fulfill its potential.

The average organization is 50% as productive as it should be, thanks to less-than-optimal leadership practices.

## **Problems of Poor Management**

- Operate Bad Meetings
- Employees Not Recognized
- Employees Afraid of Losing Job
- Stressful, Negative Work Environment
- Hire the Wrong Candidates

## **Pursue Another Passion**

Sometimes, the career just does not fit your employee's passion. They may decide to move onto another career that is a better fit. Don't take this rejection personally. Wish them good luck.

It is inevitable that your employees will quit. However, if you are experiencing high turnover it is important to discover why this is occurring. I am a specialty Recruiter for Regulatory and Quality professionals and can help find you the right candidate the first time, and can give you some insights on how to keep the employees you have. Contact me at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.