

14 MICROCHANGES GUARANTEED to Advance Your Career

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Is there some way to advance your career that's faster than completing an MBA, and easier than rescuing your company from a hostile takeover bid? The truth is there are plenty of microchanges that can have a macro effect on increasing your value as an employee.

If you want a raise or just more job satisfaction, here are 14 simple tips for taking your work performance to the next level. They are simple, but they are powerful.

Online Microchanges for Great

The internet makes it easier than ever to take advantage of virtual opportunities. Take

1. **Edit your**
prof

3. **Support others.** Network by giving to others. Take a moment to recommend a former intern on LinkedIn.

4. **Follow industry news.** Impress others with your knowledge. Spend a few

minutes between meetings scanning the top business blogs in your industry.

5. Collect time saving apps. Use technology to increase your productivity. *Find a program that will remember your passwords or play phone tag for you.*

6. Monitor your time. On the other hand, it's easy to lose track of time when you're browsing online. Set limits on your YouTube sessions if you find yourself becoming distracted.

Offline Microchanges for Greater Career Success

Face-to-face interactions still have a significant impact on your career, that's even more true today when so much communication is done online. Showing up in person can make a difference.

1. Demonstrate initiative. Show your business pro initiative and contribution.

4. Radiate enthusiasm. Show that you're invested in your career and contribute to the success of the company.

5. Express gratitude. *Let your colleagues know how much you appreciate them.*

Offer sincere praise and share credit for team projects. They'll be more likely to return the favor.

6. Dress sharp.Appearances count. Pay attention to the office culture so you can choose an appropriate wardrobe even if there's no formal dress code. One good rule of thumb is to start dressing like the position you want to hold in the future.

7. Join a professional association.Membership has its benefits, including networking and educational opportunities. Your employer may be willing to cover all or part of the cost.

8. Use your vacation days. According to a survey by CareerBuilder, *Review, employees who take all of their vacation days are 25% more likely to receive a promotion or a raise than those who don't.* Now, that's a fun way to succeed!

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