

More Tips on Being More Valuable at Work

Do you want to be more secure in your job? While there are no guarantees, making yourself a more valuable employee certainly won't hurt your position.

Last month we listed the first five tips to increase your value. Here are five more:

6. *Be noticeable; if you aren't known, you won't be thought of when promotion time roles around.* Polish up your schmoozing skills and use them in the hallways and elevators, at staff parties, in the cafeteria. Become known by management and coworkers. Ask people what they do, and be interested in what they say. Then, as the opportunity presents itself, tell them about yourself and what you do.
7. *Optimism is a force multiplier (Colin Powell).* A person's enthusiasm, optimism, and confidence are contagious within an organization. People who look at situations and circumstances positively and confidently can boost the entire team. Who wouldn't want someone like that around in difficult times like these?
8. *Answer your phone; don't deliberately let it go to voice mail.* Even if you're busy, the time it takes to pick up the receiver and say, "I can't help right now but will call you back in ___" is a small price to pay in earning the respect and appreciation of managers, coworkers, and clients.
9. *Think of the boss and coworkers as customers.* That will put you in the mindset to see what their needs are and find ways you can help them out, just as you would a customer. It will mean you are willing to learn as you go, picking up skills to do things that aren't necessarily part of your job, but that will help the organization succeed.
10. *Pick up new skills; learn other people's jobs.* This competence in more than one area will be very valuable if the staff numbers in our workplace have to be cut. You'll be known as the one who can wear many hats, and who is teachable and flexible.

If you aren't already doing these things, try them. They can only help! And if you have any suggestions of your own, send them in (information@dimension11.com). We'd all like to hear what's working for others out there.



—Communications Tips—

Manage Your Emotions, Don't Pretend They Don't Exist

We've all been in difficult, emotional situations at work. How have you reacted? Did you try to keep a stiff upper lip, and stay calm and rational? That's great; sometimes that's called for. But it can backfire, too.

In the effort to be "professional," we can end up acting unprofessionally, giving in to sarcasm, back-biting, or crying.

As Sheila Heen, co-author of *Difficult Conversations*, says, it's better to name your feeling calmly and thoughtfully—"I'm frustrated because we seem to just be going in circles"—than it is to act it out. This will help you manage your emotions and stay productive and in control.

Heather is Here!

Dimension 11 has added a new member to its team. A Southern Peach, Heather Gearhart is from Georgia. Her specialities are coaching career clients to achieve their employment goals, helping them to present themselves in the best possible light.

Heather comes to us with a Bachelor of Business Administration in Marketing from Georgia State University, and years of experience in coaching, mentoring, and administration.

Heather's already made her mark here, figuratively and literally. She has quite the talent for hand-drawn illustration, which has already been handy in driving home teaching points during some of our facilitation sessions.



Quotes

"Let's not forget that the little emotions are the great captains of our lives and we obey them without realizing it."—*Vincent Van Gogh*

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