10 TIPS for a Successful Career

1. CULTIVATE YOUR SKILLS
   - Early-career, hone your position-specific skills.
   - Mid-career, nurture your management skills.
   - At the top, grow your business acumen and strategic capabilities.

2. BE PRESENT
   - Show up and be on time.
   - Really listen to people.
   - Take time to get to know people.

3. BE DELIBERATE
   - Demonstrate your value in all that you do.
   - Leave your legacy with every project, team, and job.
   - Build and constantly refresh your brand.

4. FIND CHAMPIONS
   - Do what you love and share your passions with others who have the same goals.
   - Look for people—from all aspects of your life—who can help you reach your goals.
   - Be good at what you do to earn the support of others.

5. SOLVE PROBLEMS
   - Focus on solving issues important to your organization or boss.
   - Align solutions to business strategies/goals for relevancy and better impact.
   - Know when to seek advice or a different perspective.

6. TAKE RISKS
   - Go outside your comfort zone.
   - Push yourself to try new things and meet new people.
   - Seek out growth opportunities throughout your career.

7. BE YOUR BEST ADVOCATE
   - Own your career development.
   - Consistently deliver high-quality work.
   - Don’t wait for people to notice your great work—show them.

8. FACE REALITY
   - Seek honest feedback.
   - Get the skills you need for the job you want.
   - Don’t over-stress about every turn or detour; your career is a marathon, not a sprint.

9. ALWAYS BE LEARNING
   - Treat every setback as a learning opportunity.
   - When you get knocked down, dust yourself off and get back up—people will remember your recovery more than your setback.
   - Gather the information you need to make educated choices about your career.

10. BE YOURSELF
    - You are awesome, so don’t try to be someone you’re not.
    - You are enough.