

## How To Become A Star

Are you high-energy at work? Do you motivate and inspire co-workers? Can you achieve results?

Top performers share these core competencies. They rely on them to consistently exceed expectations at work. And they've probably developed these capabilities through on-the-job experience.

You can achieve star status at work too, with some focused effort in these areas:

- Master time management. Knowing how to prioritize and meet deadlines is critical to any career. Manage your time by making to-do lists and keeping your schedule updated.
- Create value in everything you do. While everything you do is important, the key is to find – and sometimes create – value. Strive to make a difference in the bottom line with every task.
- Be resourceful. You can be part detective, part researcher and part negotiator at work. Find out what you need to do, where you need to go, and who you need to talk to in order to complete assignments.
- Stay informed. Keep track of office policies, department memos, company news and industry trends. The more you know, the more relevant information you can bring to the table.
- Be a team player. Get to know your team members so you can better engage them in achieving team goals. Your team's success is your success too.
- Conduct effective meetings. Send agendas in advance so participants can come prepared. Start on time and stick to the task at hand. Leverage the strengths and input of each meeting participant. End on time, and for unfinished agenda items, assign action items with due dates. Bottom line: People will appreciate your efforts to use their time productively.
- Be a leader. You don't need to be a manager to show leadership skills. Take initiative. Be persuasive. Be responsible. Take ownership. Get people on board. Know people's strengths and weaknesses.
- Make a name for yourself. To be a star, you have to stand out. Look for opportunities to be part of a team, take on a challenging assignment, seek projects that will involve other departments or executives, and volunteer for the "hot" projects. Make sure your hard work gets noticed.

These capabilities are the foundation for career success. Master these skills and you'll be a shining star in every job you do.

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