



4 Super Effective Steps to Get You Up the Ladder

Everyone who has a job dreams of getting up the ladder. Not many get to set their feet on that ladder, let alone climb it. However, you find a handful of people who swiftly and seemingly effortlessly climb to the top in every organization, leaving you wondering what do they do special, or what do they have so special that they move ahead so fast – and you remain anchored in the same position for years.

Get wise and use the following steps to put wind under your sails and get your career going:

1. **Be part of the solution:** You want to be part of the solution and never of the problem. If there is a problem in the work, find a couple of solutions and go to your boss with it. Do not plunk the problem in his lap expecting him to bail you out. Make his life easier by working out feasible solutions and offering him a way out when you state a problem. You will always be appreciated for that - and your boss will keep you in mind as a valuable employee.
2. **Be a team player no matter what:** A big misconception with most employees is that to work together, you need to be on the best terms with your colleagues/ team members. Of course, it would help more if you are, but you need not be. All you need to be is professional. Do your work and expect your team members to do theirs. If they do not do this and try sabotaging your work, talk to them and try to resolve the conflict before it gets out of hand.

Go to the boss with facts and proof if you have to - but that should be the last resort. Most people will be professional and be civil to you as long as you are to them. Play fair, and you have nothing to worry about. Remember that you and your team need to make your boss' life easier, not more complicated.

3. **Take up tasks without grumbling or expecting a reward:** Most companies have learned to reward the salient and dependable workers and jump over braggarts and loud mouths. Be a person on whom your boss can depend when in a jam. Accept additional responsibilities without bargaining or negotiating and let the boss get the credit for it. You will move up fast.
4. **Be clear about instructions:** Develop a habit of carrying your iPad, notepad, smartphone, notebook and pencil - and be ready to write down all instructions from your boss. He should never need to say them again. Also, when you write things down, you will get time to process the instructions in your mind and ask relevant questions. This will ensure you always do a great job without missing out on details - making you a dependable and valuable employee.