

A TOOL KIT FOR GETTING PROMOTED, MAKING MORE MONEY, AND BECOMING A SUPERSTAR

We believe we are entering an era that will be one of America's best job markets in history.

But Paul: The feds are trying to slow things down! That only happens if they are trying to slow the market right?

Well, here's the facts. Millennials are buying and we are going to expand as reshoring happens bringing back to the US millions of jobs over the next decade.

There will probably never be a better job market than today. There will probably never be a better job market. There is an incredible opportunity but you have to play your part. This is a review on how to be credible, how to influence others, how to become a rising star, and how to become exceptional.

The issue is Agency and Leadership. Both these go together. Agency is an understanding that your actions can influence the future. You can influence your fate. If you believe that your psychology is determined by the environment, you've already lost. Your psychology determines the environment.

Leadership is defined as how we influence others. But to influence others you have to first learn how to influence yourself. This includes the concept of free will. That you don't always have the ability to determine where you are, but you always have the ability to determine how you see it.



Our first goal should be to make ourselves a better person. Learn how to set goals for yourself, how to follow through and how to be exceptional at execution.

As an employee, you can benefit your leadership skills greatly by learning to follow. You can lead better if you learn what it is like to follow. I have met a lot of leaders who could not truly understand the people that worked for them, how to motivate them. I will talk about some traits here that show you how to do this.

Have you ever thought about any of these things:

Why did I lose a promotion?
Should I leave my company?
The need to have your employer understand your emotional needs?
What do I do to get a raise?

If your answer was yes to any of these then this guide is for you.

Here is the outline to success in your career:

Be Credible

- Show up on time
- Do what you say
- Finish what you start
- Be trustworthy: Tell the Truth
- Smile, be nice, say thank you and please

Be Influential

- Be aware and curious
- Look others in the eyes
- Dress the part
- Take responsibility
- Never be a victim: stay positive

Become a Rising Star

- Learn to Listen
- Know the vision
- Know how you add value
- Know and deliver timelines.
- Expand your education

Care Unreasonably

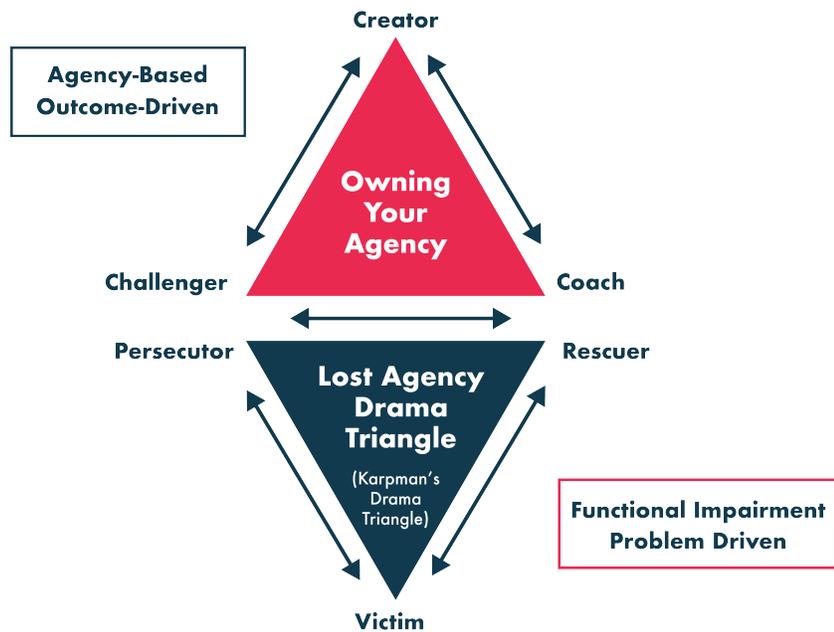
- Love the customer
- Love your mission
- Go beyond your job to help. Ask the customer, “did this help?”

How the Hierarchy of Agency fits into your career:

Know the Truth: Our Fears often get us to react emotionally. It’s important to know the truth about your job, yourself, and your employer.

Be Accountable to Yourself: You have more potential than you think. However, you also have to be accountable for your actions. We have laid out 5 criteria for “credibility“ and 5 more on “Be Influential” to help you think about your ability to be accountable.

Find Meaning: Your job is one of the places you can find meaning. But this takes you understanding the vision, your role, your product, and the customer you’re serving. You will find this in 1-5 in “become a star”.



Get the chip off your shoulder! To rise in an organization you cannot be a victim. Learn the victim triangle.

Leveraging Yourself: This requires being willing to listen to advice and input that we may not always agree with or wish to hear. But it will help us build resilience and we gain strength from friction.

Find Meaning: You can find meaning in what you love, what you create, how you give back and through struggle. Your job can help find all these.

Find Power in Love and Connection: In the 3 criteria to “Care Unreasonably,” you will begin to see the power to love others you don’t even know. You will also begin to find meaning, and in the process dramatically improve your potential.

Believe in You, Believe in us, and Act with Belief: Your job is the place you interact with a team. It’s not a family, because families shouldn’t lose their role as a son or sister etc. But as a team, you have to believe in yourself and those around you. And you have to act with that belief.

You are Part of Something Awesome: Not just your team, not just your company, but your company is able to be here because of the rights and liberties given to us years ago by our founders. What we belong to said each of us are unique, worthy of dignity, and have free will. Cherish it

LET'S BEGIN

*Refer to the Agency Blind Spot Research Guide

What is known: What about your career is generally known?

Blind Spot: What is unknown to you about your career but others seem to know?

Concealed: What is known to you, but unknown to others about your career?

Unknown: What is unknown to you and unknown to others about your career?

INSIGHT

Question:

How do you deal with losing a promotion when you thought you were best?

Recommendation:

Be bold, be polite, ask questions, listen and be humble. You might start with asking the employer these questions:

- Start by the affirmative. I didn't get this promotion and I want to learn from it. I am going to apply again next time. Can I ask you some questions?
- Ask them about their vision for the company?
- Give them permission to give advice. Say, I want your advice.
- How can I create more value for the company?
- What do you see as obstacles I have to overcome?

Here are questions you should ask when given a specific project or function to perform. Maybe you are not clear on the task, or even if you are these will improve communication and help you look more like a leader:

- What is your vision for this project?
- What role do I play?
- What exactly do you want from me and when?
- What will my finished product look like to you?

The 4 keys to motivating yourself or motivating others:

Create a plan to challenge yourself or others. If you are using this to help others when you give them a project, try to be specific about what the challenge is, and when they are done, what do you hope they learn.

- Give affirmation to someone for how well they are doing.
- Be able to see your progress and growth when you are done.
- Repeat

David Emerald

THE POWER OF TED*

THE EMPOWERMENT DYNAMIC



"...really smart and helpful information about... stronger, saner, and healthier ways of behaving."

—Elizabeth Gilbert, author of *Eat, Pray, Love*

≡ 10th ANNIVERSARY EDITION ≡

For additional power on this concept read the short fund story called the Power of Ted.

Question:

What do you do when you are stuck? You aren't moving fast enough to meet the deadline, or you are unclear how to move forward.

Recommendation:

We recommend you check in with your boss every day for 30 seconds. Tell them what you are working on and give them a quick update. Tell them what you got done. Ask them if that's what they wanted.



Question:

For many people, losing their job can be catastrophic. How do you address these fears?

Recommendation:

Each situation is different but here are some observations:

- You can't become a star out of fear
- Learn to be a star and care unreasonably. If you do this, you will always have a value, at this company or the next.
- Learn your blind spots. [See sheet](#)
- Learn cognitive distortions
- There are always other opportunities in America

Question:

How about problems with other employees?

Recommendation:

Ask yourself the same questions:

What was the job that needed to be done?

What's the vision?

What's the finished product look like?

What's the time line?

What's your role? If your role depends on them, ask questions in your team meeting about what you think your role is, what your time line is, and how you depend upon others. Instead of blaming, ask if your understanding is right, and what you can do to help the other person?

Question:

What if you get a boss that never gives you that affirmation?

Recommendation:

If you get a boss that can never give you thanks or appreciation, that's their malfunction. You probably aren't going to fix them. Either decide you can live with it because you like what you do, or you can't and look to go somewhere else.

Question:

What is the most important thing you can give us on how to find success?

Recommendation:

I want you to focus on resilience. This means listening to people you might not agree with, listening to messages about yourself you might not be comfortable with, and pushing yourself to understand perspectives other than your own. Understand your boss, your customer, your colleagues. Put your emotional safety aside as best you can.

