

PROMOTION

readiness checklist





Being ready for a promotion isn't about the job description.

An opening for a position at work has just come up and that old mental argument kicks in. You know you're management material, but are you qualified? You've been with the company for a long time, but maybe you should get one more degree before applying. You don't want to miss your chance, but you also don't want to get passed over. Again.

Now is your chance! Getting the promotion you deserve isn't about degrees or training--it's about seizing the moment. Women especially feel that they need to be overqualified before they can ask for promotions, and ultimately end up losing out on those positions to men who are *less qualified than they are*.

If you can prove to your superiors that you are a loyal, hardworking, valuable team member, it doesn't matter if you meet all of the job requirements.

Don't wait around for someone to hand you a promotion—you are in control!

If you can check off the **five items on this list**, you're ready, no matter the job description.

READINESS ITEM #1

You've been in your current role at least 8 months OR there is an opening.

It's about quality. There's no universal law that says that you need to have been in your position for at least a year (or two years, or five years...) before you're allowed to apply for a promotion. Your bosses are more concerned about the quality of your work than your years in service. If you've held your role for at least eight months, you have enough of a track record to prove your worth.

Carpe diem! If a position opens up, go for it! Don't tell yourself to wait for the next one when you have more experience. You don't know when or how often opportunities will present themselves.

READINESS ITEM #2

You're a great employee.

Ask yourself these four questions:

- 1** Do I make and achieve personal goals at work?
- 2** Do I come to work on time and rarely call-off?
- 3** Do I have a good attitude at work?
- 4** Do I meet my deadlines?

If you can answer yes to these questions, you are an ideal employee! Your consistent, positive actions prove that you're committed to working hard. This goes further with your boss than you may think..

READINESS ITEM #3

You have valuable ideas that can improve the company.

Team player extraordinaire:

Your boss is looking for a team player, and then some. Make sure you are doing more than what's required in your role, you take the initiative to learn from team members, and you offer to help others.

Take ownership:

Most importantly, you need to think of the business as if it's your own. Take the initiative to improve things around you without being asked. Prove you're a self-starter with the company's best interest at heart.



READINESS ITEM #4

*You know the role you want.
(and its market value)*

Have a plan:

The more knowledgeable and specific you can be about your career trajectory and the steps you need to take to get there, the better. Management love an employee with determination and a plan.

Know your worth:

Do some homework about the market value of the position you want. This shows that you take the job seriously and that you're well-versed in the field. Your self-advocacy will benefit you in more ways than just a larger paycheck.

READINESS ITEM #5

You invest time and money into learning and personal development.

Invest in yourself:

When you carry your initiative beyond work and into your own personal development, you're showing your boss that you see yourself as an investment. If you see yourself this way, your employer will too.

Find an expert:

There are lots of opportunities out there for growth. Look for online courses, masterminds, mentors, books, and seminars. The investment you make now will pay huge dividends in your career.





FAST TRACK YOUR CAREER

No fancy degrees or extensive experience needed.

After discovering the power of a promotion plan, I went from front office assistant to the COO of a multi-million dollar company in just six years. I didn't have a relevant degree or experience--just the know-how to make myself an indispensable member of the team.

As women, we think that people will be fair to us if we are just patient enough or have enough accomplishments. In fact, we often don't think we can ask for something that isn't offered.

The truth is, managers are ***waiting for people to ask.***

This checklist is just the tip of the iceberg. If you're ready to right inequality, break glass ceilings, and find the career satisfaction you've been looking for, **I can help.**





MY PROMOTION PLAN

Shows You the EXACT steps to take to getting your dream job.

- 1 Know Your Value:** Stop wasting time on what you THINK the boss wants and identify projects that will make you indispensable to the company.
- 2 Build a Plan:** Learn how to approach your manager and bring them on as an eager partner and advocate as you advance your career.
- 3 Transform your Career:** My Promotion Plan is a repeatable process that fuels your personal and professional growth so you can make an impact at work and at home.

Getting Started is Easy

Watch the Free Webinar

Enroll in the Course

YOUR PROMOTION IS WAITING

Take the first step toward a better life.



My Promotion Plan

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