

The Career Doctors
Doctors Orders
10 Ways to Break Through the Glass Ceiling at Work

1. **Don't be afraid to toot your own horn.**
 - Don't overdue it – but be willing to document work well done
 - In staff meetings, it is OK to highlight results of a success you may have driven
2. **Make sure your boss knows the good job you are doing**
 - Meet with him/her regularly to keep them abreast of what you are working on
 - Highlight recent accomplishments verbally and occasionally in writing
3. **Be perceived as a person who can see the “big picture”**
 - While your day-to-day job may be detail oriented, be prepared to pick it up
 - Make sure others know you can elevate your perspective to that of a sr. manager
 - Being perceived as capable of holding a senior management job is key to get it
4. **Show you know how to get things done through others**
 - Being compassionate is welcome in today's world – but be able to get the best out of your team
 - Employers value sensitive managers but still want them to be able to get things done
5. **Be willing to do what it takes organizationally to get results**
 - Don't shirk from making changes within your team if they need to be done
 - Be perceived as a manager capable of making the tough decision regarding staff
 - Management must know you know what needs to be done and have a plan to get there
6. **Demonstrate you know how and can make tough business decisions**
 - Don't allow your self to get caught in “paralysis by analysis”
 - You may never have all the data to be 100% sure of a decision
 - Good managers can take risks, make decisions and take responsibility for those decisions
7. **Be prepared to act boldly**
 - Accept the fact that some decisions may be very visible within the organization
 - Be willing to be in the limelight
8. **Demonstrate commitment**
 - Be sure management sees you as someone who will do whatever is required to get job done
 - Be prepared to make sacrifices in your personal life if company demands require it
9. **Be sure your style conveys authority**
 - Watch yourself in a mirror and have others you trust give objective feedback on your delivery
 - Practice public speaking and body language before key group presentations
 - Insure you look confident, well prepared, well versed in your material – look comfortable
10. **Package yourself like a winner**
 - Dress for the position you aspire to hold down the road
 - Conduct yourself as a consummate professional – don't get caught in gossip or idle chatter
 - Stay focused on what counts within your company – Be perceived as a WINNER!

