

Maximize Your Career

in Your Current Organization

Presented by Kathryn Saxer
www.kathrynsaxer.com

PROFESSIONAL &
CONTINUING EDUCATION

UNIVERSITY of WASHINGTON

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Thriving in a job you love

- **Pillar #1: Managing your career trajectory**

1. Promotion cycle management

- Maintain a kudos file
- Document successes/accomplishments
- Track progress in your areas of improvement

2. Discussing your career goals with your management

- Don't be a Zilly! Ask for what you want
- Develop a business case to justify what you want
- Take the organization's perspective

- Pillar #2: Managing your manager

- Pillar #3: Managing yourself

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- **Pillar #2: Managing your manager**
 1. Your job is to make your boss look good
 - How can you help him/her?
 - Emotional manipulation: what does he/she want/like/need?
 2. Perception is more important than reality
 - Changing the behavior
 - Changing negative perceptions
 3. Over communicate
 - 1:1s with an agenda
 - Weekly status updates without fail (no surprises)
 4. Internal networking
 - Cross-functional relationships and sponsorship
- **Pillar #3: Managing yourself**

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Managing yourself: Pride in yourself

- **Building confidence**
 - Build like a muscle
 - Preparation
- **Impostor Syndrome**
 - Self awareness
 - Disputation
- **Self-promotion**
 - If bragging is hard, you need a plan
 - Rising star fallacy
- **Executive presence**
 - Your strengths
 - Emotional control: calm, unflappable
 - Boosting others
- **Thinking time**
 - Strategic, out of the weeds
- **Power**
 - Managing conflict
 - Using your strengths
- **Mistakes**
 - Growth mindset
 - Managing perception
- **Reputation**
 - Informal 360
 - Thought leadership
- **Boundaries**
 - How to say No
- **Red lines and non-negotiables**
 - Hours
 - Respectful communication
- **Equity**
 - Amplification
 - Compliment conducting
- **Time management**
 - Prioritization
 - Procrastination
- **Decision making**
 - Onion paper method
 - Exploring worst case scenarios
- **Negotiating**
 - Setting the anchor
- **The myth of work/life balance**
 - Guilt management

Don't forget sleep! Sleep is the most important thing!

Recommended Reading

- *Mindset: The New Psychology of Success*, Carol S. Dweck (2007)
- *The Confidence Code: The Science and Art of Self-Assurance – What Women Should Know*, Katty Kay & Claire Shipman (2014)
- *Why We Sleep: Unlocking the Power of Sleep and Dreams*, Matthew Walker (2018)
- *The Captain Class: The Hidden Force That Creates the World's Greatest Teams*, Sam Walker (2017)
- *Quiet: The Power of Introverts in a World That Can't Stop Talking*, Susan Cain (2013)
- *Flow: The Psychology of Optimal Experience*, Mihaly Csikszentmihalyi (2008)
- *Range: Why Generalists Triumph in a Specialized World*, David Epstein (2019)
- *The Power of a Positive No*, William Ury (2007)
- *Why Won't You Apologize? Healing Big Betrayals and Everyday Hurts*, Harriet Lerner, Ph.D, 2017

Questions?

Kathryn Saxer

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