

Grow your career by implementing one or more of the following easy, intermediate, and advanced activities.

Easy Activities (less than 1 hour required)

- Identify a new skill you want to learn and create a plan for developing it.
- Acknowledge and celebrate your career achievements to stay motivated.
- Send a thank you note to someone who has helped you in your career.
- Maintain a growth mindset for your profession.
- Proactively ask for more challenging assignments to showcase your abilities.
- Ask your leader: “What skills and experiences should I focus on to advance my career here?”
- Join a professional organization.
- Ask questions and be curious.
- Identify your strengths and weaknesses.
- Ask for feedback from your leader and peers. Be open to opportunities for growth.
- Create a list of things you still want to do in your career.
- Ask yourself: “What could I do to improve my brand?” Take action.
- Ask yourself: “Am I engaged at work? Why or Why not?”
- Never stop asking: “What’s next in my career?”
- List the top three things you want to achieve this year.
- Express your ideas with confidence.
- Take more risks to step out of your comfort zone.
- Avoid negativity in the workplace.
- Be creative when offering solutions to difficult problems.
- Schedule and focus on your career, 15 minutes to 1 hour per week.
- Schedule time each week to learn something new.
- Identify internal opportunities that are available for someone with your skills and background.
- Take the 16 Personalities assessment (free online) and see how it aligns with your chosen profession.
- Ask for feedback on a work product to learn what improvements could be made.
- Improve your written communication by ensuring emails and reports are clear, concise, and professional.
- Help promote a positive organizational culture by engaging in team initiatives.

Intermediate Activities (1-5 hours required)

- Find a mentor who can provide guidance, share their expertise, and offer valuable insights. Ask them to mentor you.
- Update your Workday and LinkedIn profiles to reflect your current skills and experiences.
- Develop your elevator pitch.
- Actively pursue open roles in the organization to advance your career.
- Practice interviewing skills that highlight your top achievements.
- Expand your network through internal events, 1:1 coffee chats, and new roles.
- Track your achievements throughout the year.
- Go to a networking event hosted by a professional organization.
- Learn how other departments operate and offer to help with cross-functional assignments.
- Learn and practice how to negotiate.
- Improve your time management skills by prioritizing tasks and meeting your due dates.
- Define both short-term and long-term career goals to guide your career path.
- Listen to a podcast related to your profession.
- Develop cross-functional skills by gaining knowledge of other areas of the organization such as Finance, Human Resources, or Marketing.
- Take time in advance to prepare for annual performance reviews. Have you captured your success/achievements?
- Job shadow a colleague from another area in the organization.
- Work on building relationships across different levels and functions in the organization.
- Invite a colleague you do not know very well to lunch to get to know them better.
- Improve your presentation skills.

Advanced Activities (5+ hours required)

- Join external forums to stay current with best practices in your field.
- Volunteer for projects outside your current role to gain new skills.
- Identify areas for improvement and contribute to efficiency within your department.
- Volunteer to lead department events or team-building activities.
- Join a book club geared toward your profession.