

5 Tips to Help You ADVANCE in the Firm

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Take Control of Your Career and Make Sure You're Progressing

Have you hit the ceiling in the firm?

Are you bored? Unchallenged?

If so, then it's probably time for a promotion.

It's up to YOU to take charge and seek out opportunities for career advancement.

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Here are **five strategies** to get you started.

1. Talk to a partner.

This should be the first order of business.

Sit down and have a very direct conversation with a partner in the firm. Discuss your future. Stress that you want your job performance to meet the firm's goals - and share your own career goals with him or her.

2. Step up and ask for more.

Volunteering to help out in other departments -- or simply asking for more responsibilities -- **increases your value** within the firm. This also demonstrates your **interest in helping the firm succeed**.

3. Network, network, network!

Sharpen your interpersonal skills and [ability to network](#). Both play a huge role in gaining respect of your colleagues as well as attracting the notice of outside influencers. The more people who are aware of your strengths and abilities, the better your chances of hearing about any new opportunities that might arise.

Listen carefully to people and practice being a clear, [effective communicator](#).

4. Find a mentor.

Develop mentoring relationships, either inside or outside the firm. Recent studies have shown that four out of five promotions are influenced by a mentor higher up in the company. Mentors are also great sources of information and career guidance.

5. Strengthen your reputation.

Your reputation is your most valuable asset.

Be known for being **dependable**, **professional**, and **cooperative**. Make a name for yourself by attending conferences, delivering speeches, or writing articles. And, ALWAYS act and look the part by [dressing professionally](#).

Don't sell yourself short!

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If you feel that it's time for a promotion - go after it!

Let it be known that you are ready to take that next step up in your career - and be ready to PROVE why you're ready.

Article adapted from [Ten Tips on Career Advancement](#) provided by AllBusiness.

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