



# Planning for Success at Work

Your long-term success at work is based on a number of building blocks.

**1.**

## **Make long- and short-term plans.**

We all need long- and short-term plans to help us decide where we're going and to figure out how to get there. Long-term plans describe what you expect to accomplish in the next three months, as well as any project longer than a week. Short-term plans cover what you expect to accomplish the same day or in one week. Short-term plans can also be steps toward long-term objectives. Yearly, monthly, weekly and daily charts can help you plan how you'll achieve your goals and measure your progress.

**2.**

## **Prioritize your tasks.**

Consult your weekly planning chart to make daily to-do lists. Use the ABC method to determine your priorities:

- An "A" priority is something you must do.
- A "B" priority is something you should do.
- A "C" priority is something that's nice to do.

As you prioritize tasks, ask yourself:

- **Why am I doing this?**
- **How does it relate to my goals?**
- **How urgent is this task?**
- **Is it really important?**
- **Can anyone else do it?**

**3.**

## **Get organized.**

Good organization skills help you see what's most important at home and at work. Remind yourself of your long-term goals and revise your priorities daily. Spend 15 minutes a day clearing out your in-box. Break the habit of writing things down on small scraps of paper. Write notes in the appropriate place the first time.

**4.**

## **Manage your time.**

Use calendars and planners to avoid time conflicts. Do your most difficult tasks when your energy is at its peak and schedule quiet time to work on projects that demand your full concentration. Break large jobs into smaller parts. Complete one task at a time. Be realistic about the amount of information you can read and retain.

**5.**

## **Sharpen your communication skills.**

Good communication is a give and take process between two or more people. Learn to listen actively—let others know you hear what they're saying. Invite responses to your own suggestions. Check out your assumptions about what the other person already knows. Go beyond words and consider tone of voice and body language in conversation.

**7.**

## **Build a career support network.**

Coworkers, supervisors and mentors can give you valuable feedback, help you confront difficult situations and encourage you to meet your goals. Invest in people you trust. Take the initiative in suggesting social get-togethers with new friends and associates. Give praise to others. Ask for and give help when needed. Learn to accept constructive criticism with gratitude and grace.

**6.**

## **Delegate tasks when appropriate.**

Delegate jobs when you're extremely busy and someone else has extra time or when someone else has greater expertise to handle the project. Make sure the person you choose has the knowledge and training to do the job. Praise and give rewards after you've delegated. Give specific feedback about the results. Point out the good qualities of the employee's performance. Thank him or her for a job well done.