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HOW TO

STAND OUT

AT YOUR

NEW JOB

A Guide to Starting Well
and Winning Long Term

THE
**KEN
COLEMAN**
SHOW



SO YOU JUST LANDED A NEW JOB—CONGRATULATIONS!

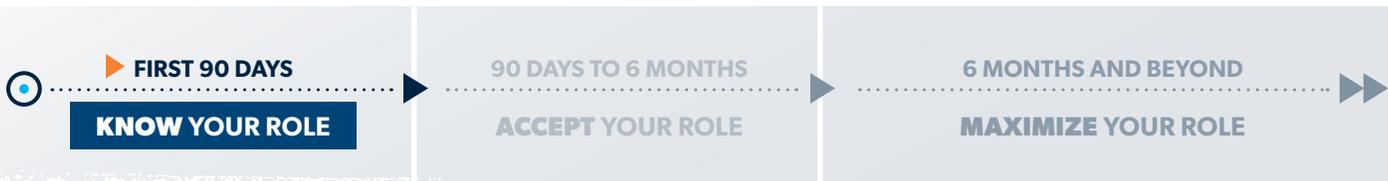
You've made it past the interview process, you're in the Get Started stage of my clear path to meaningful work, and it's time to onboard with excellence.

▶▶ **This checklist will help you succeed from day one (and may even help you get promoted).**

These practical steps will show you how to 1) know your role by getting clarity on what you need to do in order to help your team win, 2) accept your role by having a stellar attitude, and 3) maximize your role by going above and beyond.



LET'S GO!



KNOW YOUR ROLE

Many companies will do a 90-day review where they evaluate your performance over the first three months. They want to make sure you were being honest in your interview and that you can handle everything the job requires. Even if your company doesn't do 90-day reviews, here's how you can ace your first few months:

- Onboard well.**
Ask all the questions you have, listen, and take notes. Show that you're engaged and ready to learn!
- Be eager and enthusiastic.**
Give 110% of your effort every day and be a human sponge. Enjoy the fact that you get to do something you're passionate about.
- Reestablish what winning looks like in your role.**
This should've already been established during the interview process, but talk about it with your leader again. Clarity is key.
- Deliver on the results.**
Do everything you can to meet the expectations outlined in the KRA. This is your chance to confirm that they hired the right person for the job (you).
- Create a KRA.**
This Key Results Area (KRA) statement is a written list of all your job expectations and responsibilities. If your company doesn't already use KRAs, ask if you can create one with your leader so you can be on the same page about priorities.
- Build relationships.**
Get to know your leader and teammates. Go to lunch and team events, ask questions, and be genuinely interested in the people around you.
- Show up early.**
This is one of the best ways to demonstrate that you're thankful for this opportunity and respectful of everyone's time. Set an earlier alarm if needed!
- Build trust.**
Most people have to like someone before they can trust them, so be consistent and keep connecting with your team.



ACCEPT YOUR ROLE

Now that you know your job, it's time to do your job with joy! Accepting your role is about developing your attitude and your craft. Embrace your work and bring a great attitude to work every day. Here's how:

- Be grateful.**

Don't take anything for granted, including the people you work with. Keep showing up and putting in the work.
- Be collaborative.**

Bring a spirit of teamwork to every single meeting and project. Think about how you can serve your team and customers, not just make yourself look smarter.
- Hone your craft.**

What growth opportunities are you pursuing that aren't part of your KRA? Seek out books, podcasts, seminars, workshops or other resources that can help you grow.
- Track your progress.**

While you're evaluating your own performance, it's a good idea to keep track of all the ways you've met and exceeded the goals you laid out in your KRA. In a fast-paced work environment, it can be hard to remember what you've done and the progress you've made since you started. Make a running list of goals you've been able to hit or keep a visual goal tracker at your desk!
- Evaluate your own performance—not others'.**

Comparison isn't productive. Keep your eyes on your own work and make sure you're doing your best.
- Take initiative.**

Don't wait for someone else to set up that meeting, send that email, or organize that team outing. Be bold and go for it!
- Keep asking for feedback.**

Being open to feedback is one of the best ways to grow in your job. Don't think of feedback as a negative—seek it out and learn from it.



MAXIMIZE YOUR ROLE

If you really want to stand out, do the work of your next job before you get the job. This is one of the keys to getting promoted! As long as you're not overstepping boundaries, this will help you perform to your full potential in your current role, which easily sets you up to step into the next one. Here's what to do:

- **Assign yourself.**
See where you can help out your team and your leader, even if it's "not your job." Don't be too proud to do menial tasks, either. If it needs to be done, step up and do it.
- **Develop your character.**
Integrity is crucial to success, so always do the right thing, even when no one is watching. Continue to be likeable, coachable, reliable and honorable.
- **Value people.**
People will always be more important than the position. Keep strengthening those work relationships by listening, encouraging others, and participating as much as possible.
- **Ask peers about your personal brand.**
Your personal brand is how you're perceived by others in the workplace. You can ask peers what they think you're doing well and what you can improve on, or you can send out an anonymous survey (like my Personal Brand Survey)!
- **Speak up.**
Don't assume the other people in the room know what you're thinking! Share your ideas, goals, wants, thoughts and suggestions, even if they're not perfect.
- **Never stop learning.**
Maintain a growth mindset by always pursuing new skills and knowledge. This will help you keep the momentum going and continue enjoying what you do for years to come.

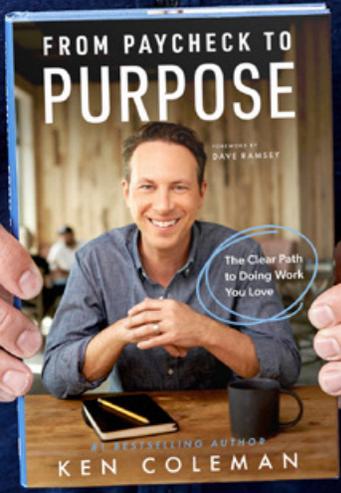
CLOSING THOUGHTS

I know you have what it takes to win in your new role and keep succeeding long term. For more career advice, tune in to [The Ken Coleman Show](#) every weekday and contact me with your questions at 844.747.2577 or ask@kencolemanshow.com.

Now go enjoy that new job. Press on!

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