

32 TIPS FOR YOUR NEW YEAR'S RESOLUTIONS



Summary: Transform your career this year by taking these 32 tips and making a change to improve your career.

Take 2017 by the reins to make your career grow in the direction you want it. Even if you are perfectly content with your job, there are still things you can do to improve it. Here are 32 ways you can improve your career, many of which take very little time or money. You can do one thing or all to improve your career and make a statement about your desire to achieve your goals.

1. Read a book

Go for books that will help you learn and grow like business, career, and personal development topics.

2. Read the news

How better to keep up-to-date than to read the day's news.

3. Reach out to an influencer

Perhaps there is someone in your industry that you have been dying to connect with because you want to learn from them or collaborate with them. Now is the time to set up a meeting.

4. Get published

Establish yourself as an authority or thought leader in your industry by publishing your work. You can start with creating your own blog or by submitting articles to publications in your industry. Put that published item in your portfolio.

5. Update your resume

A smart move would be to keep your resume up-to-date all the time. Make a goal to make any adjustments on the first day of every month. You never know when an amazing opportunity will appear.

6. Develop your personal brand.

Having a strong personal brand is easy to develop with the use of the internet and social media.

7. Create a portfolio

Portfolios are not just for people in creative positions. Don't wait until you are ready to apply for a job.

8. Work on your elevator pitch

An elevator pitch is a quick snip-it of who you are and what you can do. Your pitch should be less than a minute, aim for 30 seconds.

9. Attend an event

Networking is a great way to branch out and meet new people. It isn't necessarily about trying to see who you can know but just expanding your list of acquaintances.

10. Update your work wardrobe

Is your work attire looking a little ragged? Give your wardrobe an update with the essentials and maybe a few fun pieces that make a statement. A clean, crisp professional outfit will show that you are serious about your career.

11. Ask for a testimonial

Testimonials are a great way to build your personal brand and credibility. If you are trying to sell your services or build up a client base, asking for testimonials from past clients is important.

12. Have lunch with a colleague

This means have lunch with a coworker that you wouldn't usually. Get to know others at your work that you don't normally socialize with. It is a great way to learn new things about the company and processes.

13. Enroll in a class

Develop new skills by taking a class. There are plenty of free and low cost options that doing so is not an unrealistic option anymore. Some ideas to look into are coding, blogging, website design, and foreign language.

14. Do a 360 degree review

This kind of review is important if you have staff reporting to you. Ask your staff to provide feedback on your performance as a manager. You can use programs like SurveyMonkey to collect the responses so that your staff can remain anonymous.

15. Set up Google alerts

Keep up with what is happening in the world or just your industry by setting up alerts on whatever it is you want to stay up-to-date with.

16. Meet with a recruiter

Recruiters are often very hard workers that want to help you find what you are looking for. Turn to one if you want to explore your options by asking them to coffee so you can learn about what is happening within the market.

17. Send a thank you note

A thank you note is a nice gesture for any reason. A note can be as simple as saying "thank you for helping me set up my printer."

18. Take a time out

Sometimes all you need is a little break from it all. Take your paid vacation days and use them.

19. Ask for an introduction

Do you have a friend of a friend working at your dream company? Ask for an introduction with your friend's friend. What is the worst thing that could happen?

20. Do something different

Change things up a little by taking a different route to work, exercising during your lunch break, bringing lunch from home, etc.

21. Meet with your manager

You probably meet with your manager often but have you ever taken a specific time to meet with them to discuss your career goals? They are the primary person that can assist you in your development plans and may have ideas to get you started.

22. Brainstorm ideas

Schedule a session with your team if possible to bounce ideas around. It is amazing what can be thought up when given the opportunity.

23. Define your PPV

Your PPV is your purpose, vision and values. Having a defined PPV will your goals and plans a direction.

24. Bring morning tea

A little morning tea session is a chance to get everyone involved in a little mingling over some yummy snacks. Get to know more about each other so that you can work better together in the future.

25. Create a career plan

Creating a career plan is like writing a shopping or to-do list. Write down a list of where you want to see your career go. Set milestones and then give yourself time to reach the milestones.

26. Start a side hustle

Starting a side hustle will allow you to use your creativity and skills that you don't get to during your regular job. A side hustle is anything that you do in addition to your full-time job that fulfills your passions and possibly earns a little extra money.

27. Help a friend or colleague

Do you want to be someone that receives a thank-you card? Then take the time to help those around you.

28. Watch a TED talk

There are TED talks on a range of topics that can give you inspiration, knowledge, motivation, or just random tidbits of fun facts.

29. Update your LinkedIn profile

Take the time to update your profile because it may be crucial to your job search. Employers will frequently check social media pages to check on potential employees.

30. Read a career blog

Blogs are a great way to absorb more information with a twist of opinion mixed in.

31. Join an association

Associations provide many benefits in both a professional and personal manner. The connections you make in your industry and community can prove helpful in the future.

32. Hire a career coach

There are career coaches out there that are experts at making you the best candidate possible.

Learn more about improving your career by reading these articles:

- [5 Ways You Can Improve in Your Career](#)
- [Tips to Help Improve Your Career by the Age of 30](#)
- [Want To Improve Your Career? Get An Online Degree](#)

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