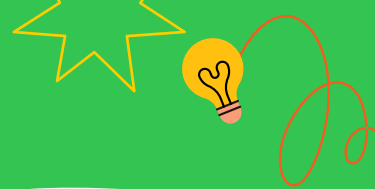
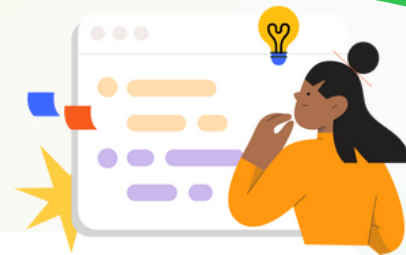


# Professional Mindset



## Defining “Done” With Your Manager



### ➔ How does my task connect to my manager’s goals?

*Example: Your manager is responsible for the success of the panel, so your tasks of finding and securing guest speakers is critical to their success. If you drop the ball, it reflects poorly on them.*

### ➔ What happens if the task is not completed fully or in a timely manner?

*Example: If panelists don’t show-up on the day of, it reflects poorly on both you AND your manager. Until the event is concluded successfully, your job is not complete.*

### ➔ How does my task connect to my larger team or company?

*Example: The panel may help your company establish themselves in the community, as a subject matter expertise, expand their audience, or even drive new business partnerships. Your task is directly connected to the success of these ventures.*

### ➔ How can I solve roadblocks on my own?

*Example: If you don’t hear back from a panelist or get a last-minute cancellation, how can you eliminate the issue for your team and save your manager time by coming up with a creative solution before asking for help?*

## Presenting Like a Professional

Before hopping into a meeting or presentation with colleagues, set yourself up for success by completing the following steps:



✓ Check your presentation for typos and errors.

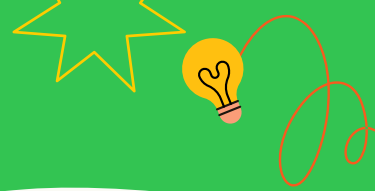
✓ Test the virtual meeting link and make sure you know how to share your screen.

✓ Select a professional outfit that aligns with the dress standards you’ve observed at your company.

✓ Prepare to take the call from your laptop, rather than a phone.

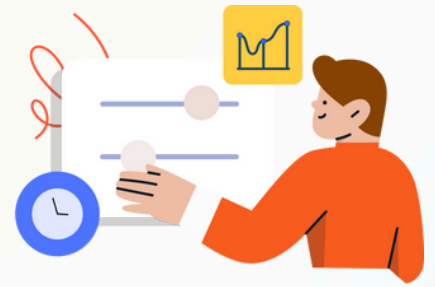
✓ Ensure your background is uncluttered and free of distractions.

# Professional Mindset



## POV: Your Manager's Perspective

Understand your manager's priorities to understand how your actions can make a greater impact.



### 1 You & Your Manager

Your manager is usually the person who will:

- **Review your performance.**
- **Delegate your projects.**
- **Weigh-in on your ability to be promoted.**

So, your career advancement directly depends on your ability to enable your manager, team, and company to succeed.

### 2 Time (Or Lack Thereof!)

Just like you, your manager has limited time and plenty of deadlines. In addition, they spend extra time to:

- **Meet with team members.**
- **Draft and end communications.**
- **Organize tasks & plan priorities.**

### 3 Competing Priorities

In addition to overseeing your success and goals, your manager is:

- **Responsible for their own goals.**
- **Often, responsible for the success of an entire team or department.**

Meanwhile, they are likely being judged on your performance, and will need to report to their own manager.

### 4 Context & Experience

Given their position in the company, your manager likely has:


- **Access to more company knowledge.**
- **Deeper awareness of higher-up goals, targets, and objectives.**
- **In most cases, they will also have more experience in the field or industry than you.**

### 5 You can build trust with your manager by:

- **Taking actions and considerations to save them time.**
- **Thinking critically** and asking questions about how your goals affect your manager.
- **Prioritizing hitting deadlines** and project goals that directly affect your manager's success.

## Summary


Put everything you've learned in your AscentUP Professional Skills Training to ace your first week on the job and accelerate your career advancement.

 **Succeed on day one by:**

- Preparing & researching
- Connecting with your team

 **Ace your projects by:**

- Clarifying expectations
- Problem solving & seeking solutions

 **Write like a pro by:**

- Crafting concise messages
- Consider your audience when delivering your message

 **Advance in your role by:**

- Defining done & taking initiative
- Showing up with preparation and a growth mindset