

# How to Be Taken More Seriously at Work



Maybe you're known as the life of the party, the fun guy or just someone that anyone can come to for some needed levity in the office. You're loved by your colleagues for this reason, but something seems to be lacking. You show up early, do more than is expected and stay late. While you're happy to be the lively one at work, you wish your professional efforts received the recognition they deserve. The good news is that you can still let your shining personality make the office fun for everyone AND be recognized for your merits as a valuable employee.

## Be Assertive

Maybe you're the one that your colleagues come to for advice or help in difficult situations. You always find yourself giving and expect nothing in return. This is a wonderful quality to have but if you're sick of being a pushover, don't be afraid to show your confidence. Doing so doesn't mean being the cocky person that toots their own horn, but giving yourself and your team credit and confidently displaying your expertise is contagious. When you adopt this attitude you'll garner the respect of everyone around you and you'll start to feel valued and appreciated.

## Confide in a Mentor

If you find yourself struggling to ask others for help, you're not alone. If you want to grow, you're going to need help along the way. Coming to this realization and seeking out a mentor that genuinely has your best interests in mind is invaluable.

If you make the effort to let someone experienced know that you're passionate about learning more and becoming more skilled in your job, it can help catapult your career and you'll quickly set yourself apart from other colleagues in your same position.

## **Be Prepared**

There's nothing that lets others know that you care about your work like being prepared ahead of time. Whether it's getting a presentation done in advance or staying an extra hour late to finish up an important project, the smallest of extra efforts and preparedness don't go unnoticed. If you consistently show that you're not just on top of things, but ahead of the game, everyone around you will take notice and your level of respect will go up immediately.

## **Set Professional Boundaries**

While you take pride in the fact that you can be there for anyone at any time, setting boundaries is crucial to your health and that of those around you. It's all too easy for professional and personal lines to become blurred when you're too accessible. Having an open-door policy is great for everyone in your organization but should you find yourself participating in someone's personal affairs, do the professional thing and recommend help outside of the workplace.

## **Look the Part**

As much as we all would like to admit that appearances don't matter at work, they do. There is something to be said for the way you dress as dictated by the environment in which you work. Whether it's a suit and tie or jeans and button-down shirt, people notice the way you dress. Your attire alone isn't going to win you that coveted promotion but making sure your clothes are clean and appropriate for your work environment goes a long way toward earning the respect of those around you.

## **Look for Opportunities to Help**

There is nothing better in a manager's eyes than someone that offers to help.

Whenever you have the chance, offer to lend a hand with a difficult project or assignment. Doing so shows not only your willingness to go the extra mile, but sets you apart as a collaborative leader that is willing to take on challenges to learn more, and are capable of doing more. By performing tasks that don't necessarily benefit you directly, you make it known to everyone around you that you're reliable and care about the greater good of the team or organization.

## **Follow Up**

It's one thing to complete a task on time and to the best of your ability. Following up is an entirely different story. If you complete a project you have only satisfied the initial needs. Making it habit to check in every so often to ensure that all needs are met doesn't go unnoticed and can win you long-term relationships that prove invaluable down the road. If you find yourself scattered, give yourself email reminders or alerts so that you can precisely time all follow up communication.

## **Remember Names**

Think about the times you walk into places where you are a repeat customer. Having someone remember you by name sets your experience off on the right foot. Though it's a difficult task, especially if you have a large number of people or vendors you work with, recognizing people's names is paramount. Even though much communication takes place electronically, there is no substitute for the personal touch of addressing someone by name.

Being taken seriously at work is something we all crave. You want your contributions to be noticed and valued. If you find yourself in a position where you feel that your diligence isn't being praised, take a step back and look at the bigger picture. Chances are that if you implement a few new practices and adjust your attitude accordingly, you'll find yourself on the fast track to more success before you know it.