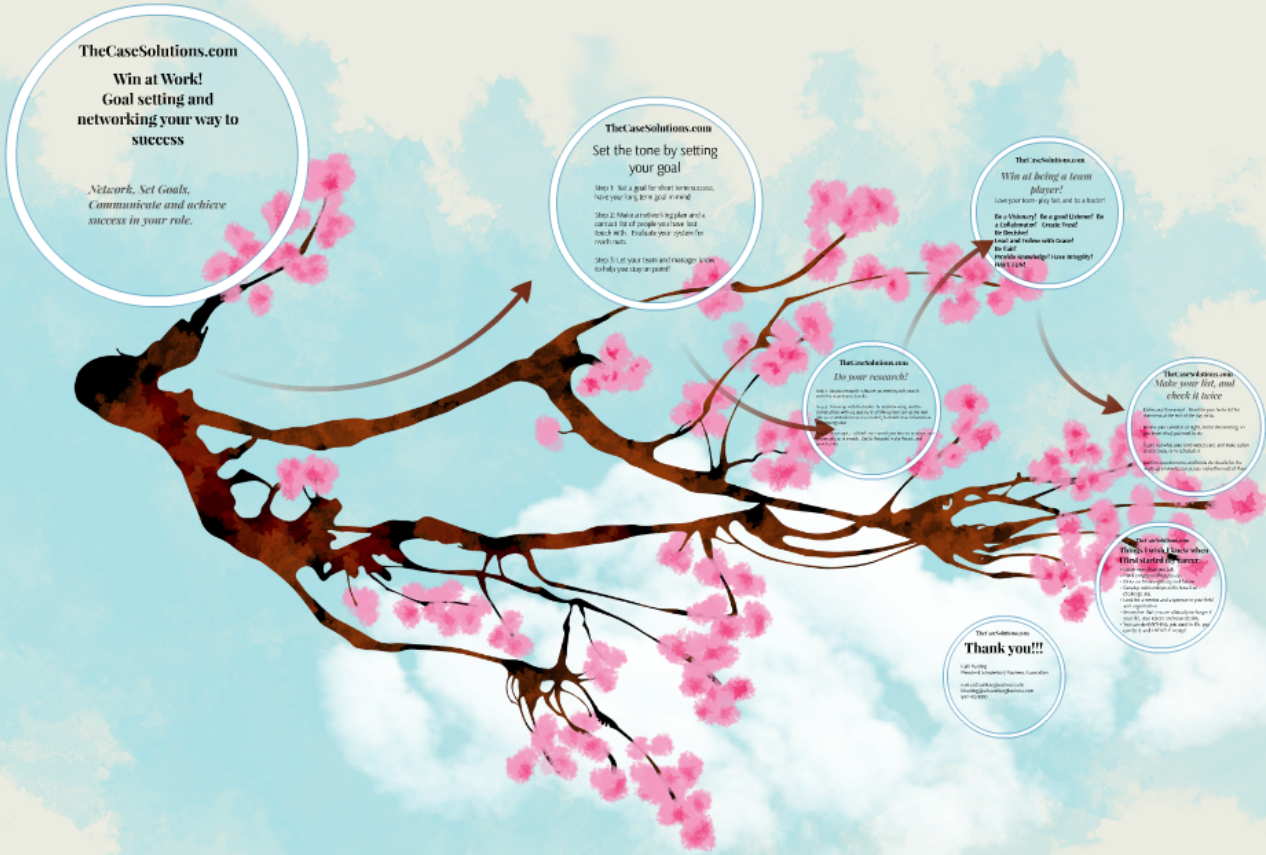


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Winning Back At The Office (B): Just One More Month... Case Solution



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**Win at Work!
Goal setting and
networking your way to
success**

*Network, Set Goals,
Communicate and achieve
success in your role.*



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Set the tone by setting your goal

Step 1: Set a goal for short term success,
have your long term goal in mind

Step 2: Make a networking plan and a
contact list of people you have lost
touch with. Evaluate your system for
reach outs

Step 3: Let your team and manager know
to help you stay on point!

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Do your research!

Step 1: Do your research- whoa re you meeting with, search websites, search social media.

Step 2: Follow up with them after the initial meeting, end the conversations with a question, or a follw up item so that the next time you communicate you are coming back with more information, and proving value

Step 3: Be prompt, and don't ever extend your time in meetings, over phone calls, or in e-mails. Get to the point, make the ask, and provide value

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***Win at being a team
player!***

Love your team- play fair, and be a leader!

**Be a Visionary! Be a good Listener! Be
a Collaborator! Create Trust!**

Be Decisive!

Lead and Follow with Grace!

Be Fair!

Provide Knowledge! Have Integrity!

HAVE FUN!



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*Make your list, and
check it twice*

Make your time count. Prioritize your to do list for tomorrow at the end of the day today.

Review your calendar at night, and in the morning, so you know what you need to do.

Figure out what your time wasters are, and make a plan to stay away, or to schedule it.

Confirm appointments, and know the details for the meetings or events, so you can make the most of them.

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Things I wish I knew when I first started my career:

- Listen more than you talk.
- Don't engage in office gossip
- Move on from negativity and failure
- Develop relationships with those that challenge you.
- Look for a mentor and a sponsor in your field and organization
- Remember that you are ultimately in charge of your life, your career and your destiny.
- You can do ANYTHING you want in life, you can do it, and I BELIEVE in you!

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Thank you!!!

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