



Search Terms: "Karen Otazo"

[Edit Search](#)

[Print](#) [Email](#)

[Document List](#) [Expanded List](#) [KWIC](#) [Full](#)

Document 1 of 1.

Copyright 2006 Investor's Business Daily, Inc.
All Rights Reserved

INVESTOR'S BUSINESS DAILY
Investor's Business Daily

February 27, 2006 Monday
NATIONAL EDITION

SECTION: LEADERS & SUCCESS; IBD'S 10 SECRETS TO SUCCESS; Pg. A04

LENGTH: 483 words

HEADLINE: HOW YOU THINK IS EVERYTHING Push Yourself Up A Notch

BYLINE: Cord Cooper

BODY:

1 Monitoring your career path means blending big-picture strategy with seemingly small details.

So says global executive coach **Karen Otazo** in "The Truth About Managing Your Career."

To move to the next level:

** Prove you're ready. "There are very few jobs left where you move up by virtue of time on the job. Today's company wants to know if you've had three years of progressively more complex experience or just the same year of experience three times," Otazo said.

Your goal: Master skills that'll vault you up. Take on more responsibility even if you don't get a raise. It'll do one of two things: Make you more promotable, or enhance your resume so you can get a better job.

** Get 'em down. "Putting your ideas in writing gets them noticed and remembered far more" than if you verbalize them, she said.

"Lots of great ideas get tossed around in meetings. Unless they become action steps and written down, they quickly fade" -- or others get credit for them, Otazo said.

** Realize exposure's the key to getting known. Turn presentations, task force involvement and videoconferencing appearances into leadership opportunities.

Also, show that you can answer questions concisely. Frame underlying issues so problems can be tackled more effectively, says career coach Michelle Tullier.

** Be aware your work space reflects who you are. What message does it send?

** Buck up when you're down. "Turn off the sound during a tennis match and you can still tell who's winning," Otazo said.

"The player who slumps her shoulder or grimaces after a bad shot is probably preparing to lose. In contrast, the player who can feel victory within reach just moves calmly on to the next shot, focusing on doing it well and putting the mistake behind her."

When you make a mistake, don't focus on it. "Channel your energy into bouncing back," she said.

** Learn from a bad boss. Otazo offers common manager "faults" and ways to make them work for you:

1. Delegating at the last minute. Your boss dumps a pile of work on your desk that needs to be done by tomorrow.

Your response: Instead of complaining, "start to proactively manage your boss' delegation by showing a regular interest in priority projects he or she has coming up. Then volunteer to begin working on some of that stuff right away," she said.

"Not only does this reduce nasty surprises by keeping you ahead of the game; it also makes your boss see you as someone who's looking out for his or her interests."

2. Micromanaging. Your boss constantly needs to be in control.

Your response: "Play to this need in ways that put you in control. Start keeping a checklist of current tasks to address. Check off and add to it every time you talk with him," she said. "Ask him to designate high, medium and low priorities."

Set deadlines, and deliver on time. Chances are you'll be freer to do things your way.

The point: Be adaptable. It'll serve you well in other situations.

LOAD-DATE: February 24, 2006

Document 1 of 1.

[Terms and Conditions](#) | [Privacy](#)

[Copyright](#) © 2006 LexisNexis, a division of Reed Elsevier Inc. All Rights Reserved.