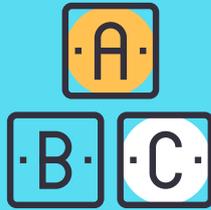


How you can become *unsackeable*

33 WAYS TO BE MORE VALUABLE TO YOUR COMPANY



1.) WRITE A LETTER OF LOVE TO YOURSELF

Celebrate the qualities you have with a letter of love to yourself. State how you have shown those qualities in the past.

2.) CELEBRATE YOUR PROGRESS EVERYDAY

Everyday, write down 2 things you were proud of doing and one thing you could improve on. This keeps you focused on progress, not perfection.



3.) BE A GIVER, NOT A TAKER.

Share resources that are helpful to your colleagues. Share tips that have helped you. Don't be selfish.

4.) UNDERSTAND YOUR UNIQUE SKILL

What is so special about you that no one else can do? What is the one thing people always say is good about your work? What comes so naturally to you?



5.) BUILD A PORTFOLIO OF HOW YOUR SKILL HAS BEEN USED ELSEWHERE

Be a curator, not a consumer. Show off your best work. Whether it be in this company or elsewhere, gather together all the best work you have done in a folder or document.

COMPILED BY JOHN LIM

savethesocialworker.com

Understand, unlock and unleash your potential.

6.) TALK TO YOUR COMPANY ABOUT HOW YOUR SKILL CAN HELP THEIR WORK

No one knows how skilled you are unless you offer to show it. Talk to your boss about an idea you have about sharing your skills with the team.



7.) BRING FOOD FOR YOUR TEAMMATES FORTNIGHTLY.

Even if your boss doesn't like you, he will think twice before removing his steady stream of snacks and goodies.

8.) HAVE RELATIONAL PHONE CALLS WITH YOUR COLLEAGUES

Weekly, have a phone call asking your teammates how they are. Like really, how they are. Not the hello, I'm fine, bye bye.

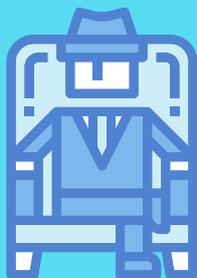
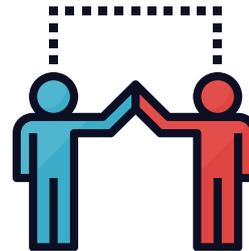


9.) SMILE.

When stressed, smile. When happy, smile. When sad, smile. Always smile. It's free, it feels good, and it feels good for others too.

10.) KNOW WHO YOUR COLLEAGUE IS OUTSIDE OF WORK.

Your colleague is a person, not a thing. He or she has a family, an identity beyond a co-worker. Do you know who Tim is outside of work?



11.) KNOW WHAT YOUR BOSS WANTS.

Your boss is worried about certain things. Know that, and how you can help to solve that, and you are on your way towards becoming more *unsackable*. Find out in informal calls, chats, or simply by asking: what is your biggest concern?

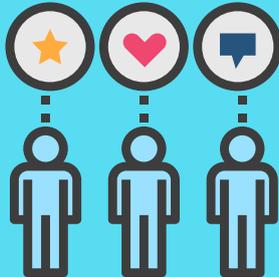
12.) BE OPEN AND HONEST WITH YOUR BOSS.

Being open helps to reduce the misunderstanding. It establishes trust. If you don't know how to do something, say it. Don't pretend you know something you don't. It helps your boss to trust you.



13.) VOLUNTEER TO TAKE A PAY CUT.

Leaders eat last. When you put yourself forward, it shows that you aren't just thinking about yourself. You think about the team. You also get to keep a job, rather than having to find one in this climate.

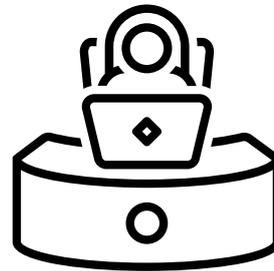


14.) HUMBLE YOURSELF TO ACCEPT FEEDBACK.

Yes, you might think you're better. That might be true. But feedback from someone else is valuable. It shows that person cares about your development. Show how you will use that feedback, and thank the person for it.

15.) BE NICE TO THE ADMIN STAFF (YES, EVEN THE SECRETARY)

The secretary has the most access to the boss. He or she can push your agenda for you, get you access to the boss, and put in a good word for you. If you are nice.

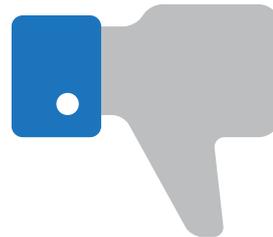


16.) TAKE DIFFICULT CONVERSATIONS OFFLINE.

Ever been misunderstood over email? Then tried to save yourself with another email? Forget it. Pick up the phone and explain instead. Use emails for information – like what time the meeting is. Use calls for relationships.

17.) AGREE TO DISAGREE

We don't always have to agree with each other. Say something like: Personally, I don't think this is the best way. Let's agree to disagree and move on for now.



18.) SPEAK WELL SPONTANEOUSLY.

You are never going to know what your boss is going to ask, or what is going to happen. Speaking well spontaneously is a key skill. To do this better, pause, take a sip of water, and think: what is the core message I want to say? Then keep it short and sweet.

19.) ASK IF YOU CAN GIVE FEEDBACK TO YOUR TEAMMATE.

Offering your feedback without being asked can be rude and offensive. Instead ask, 'Can I give you some feedback?' Then, give what you felt was good. Then, what you felt could be improved. Never use 'BUT'.

For example, 'I felt your idea was expressed clearly. I would encourage you to also think about how you could make the slide less wordy.'



20.) SHARE YOUR IDEAS DURING TEAM MEETINGS.

Don't just be a participant. Be an active one. Share your ideas during the meeting. Your suggestions, your feedback, your thoughts, matters. Being silent sometimes shows that you aren't interested.



21.) CRYSTALLISE WHAT THE PROBLEM IS.



Ever sat in a meeting when you suddenly thought: actually, what is the problem? What are we trying to solve? Make sure you understand the problem. Others might not understand too. Sometimes, asking: Is the problem _____ shows your understanding.

22.) ASK QUIETER MEMBERS TO SHARE DURING THE MEETING.

Doing this shows you care about others. It also shows that you are observant about some opinions that haven't surfaced from quieter members.



23.) LOOK INTO THE WEBCAM DURING A VIRTUAL MEETING.



Stop looking at the screen. Start looking at others, through the webcam. In a virtual meeting, the eyes are the only way to establish trust and rapport. Looking directly into the webcam establishes eye contact and the feeling that you are talking directly to them.

24.) BE SOLUTION-FOCUSED, NOT PROBLEM-FOCUSED.

You've had such a meeting. Where everyone is complaining, and no one seems to know what the solution is. Or when no one seems to be trying to find a solution. Offer to be the problem-solver. Ask people to look forward, into what we can do, rather than what we *can't do*.



25.) ASK FOR THE MEETING AGENDA, PREPARATION NEEDED AND OBJECTIVES BEFORE EVERY MEETING.



You've been in those meetings. You look at the clock. You wonder when it will end. Being clear about what we're trying to accomplish shows your boss that you are well-prepared. Focused. Efficient. Effective. *Unshakeable*.

26.) BRING MEETINGS TO A CLOSE 10 MINUTES EARLIER.

Take the time to clarify the actions moving forward. Ensure that everyone is clear about what they need to do as they move forward. This way, no one's time is wasted.

