

## **25 TIPS TO POSITION YOURSELF FOR PROMOTION**

- Develop a passion for your job
- Strive to be the best
- Work hard
- Work smart
- Be practical
- Be thorough
- Be a team player
- Be a leader in a team sport
- Have a positive attitude
- Make yourself indispensable
- Set definite goals (be specific, set time frames to reach your goals, take small steps every day)
- Dress the part
- Professional events and office functions are not parties
- Be pleasant
- Do not be combative
- Do not complain
- Be firm, but always fair
- Show your interest in the firm and your clients
- Never do less than what is necessary to do your best
- Take pride in your work and in representing your client and firm
- Write articles
- Network outside the firm
- Be a joiner - bar groups, professional organizations, civic groups
- Develop business
- Be a winner