



What not to do...

- **Never seem weak.** Never share your weakness with your work friends even if with the best one. Don't forget work friend is not a 'real friend'
- **Never share information about your personal life with your colleagues.** Share everything except personal ones. As like your belongings, sexual preferences, details about girl/boyfriends, wife's/husbands.
- **You have to establish a very good relationship with your boss's partner wife.** That could be a key point of a promotion.
- **Always share your manager's politics and religious views even if you totally disagree.**
- **Try to be a 'poker face'.**
- **Don't be disappointed if your boss thinks you need more time.** If your boss says you're not ready for a promotion, don't get upset or hurt. Instead, ask him to help you build a road map for future success. This can help you have a better vision for your future, and feel like you have a concrete plan for achieving your goals.
- **Be proud of yourself for starting the conversation,** and know that the meeting will have your boss thinking of you for future promotions, even if it didn't come out the way you planned.
- **Don't think that you're entitled to a promotion.** The worst thing you can do when you go into your manager's office to ask for a promotion is to be 100% convinced that you deserve it. Just because you've worked at the company for a certain amount of time doesn't mean that it's time for you to get a raise and a promotion. Go into the conversation prepared and with an open-mind. If you sound *too* self-assured, your boss or manager may think you're being arrogant or unreasonable.
- **Don't think that you and your boss see eye-to-eye.** In an ideal world, your boss will be aware of all of your accomplishments and will be on the same page about when it's time for you to move up the corporate ladder. However, even if your accomplishments have been impressive, your boss still may not think it's enough for you to move on to the next level.
- **Not yet.** He may agree that you've been accomplishing as lot, but he may also have a better idea of how many skills and how much experience you'll need to acquire before you can move on.
- **Be open-minded.** If he thinks you're not ready, ask what else you can do and even write it down. Show that you're determined to keep up the good work and will do whatever it takes.
- **Don't compare yourself to other employees.** Though you may feel that your coworker doesn't have as much experience or education as you but was promoted more quickly, the worst thing you can do is complain about other coworkers who have been promoted and say that they don't deserve it or that you're a harder worker than they are. This will make you look petty, whiny, and most of all, not mature enough to move up the corporate ladder.



- **Don't talk about it.** Let's face it -- maybe you feel that you really do deserve a promotion more than old Jim. That doesn't mean you have to talk about it. Focus on yourself, not the people around you.
- **Don't second guess the situation.** Promotions happen for a number of reasons that may not be clear to you. Don't try to guess why so-and-so was promoted instead of you or you'll drive yourself crazy.
- **Don't make a case based around your personal life.** Though personal circumstances may lead you to need more money, and thus, a promotion, as soon as possible, you should avoid talking about your personal life when you ask for a promotion. Instead, focus on all that you've contributed to the company as well as the contributions that you plan to make within your new position.
- **Don't mention the fact that you need the money** to pay for a new house, to support a new baby, or to pay for a pricey divorce -- these may be relevant points for you, but they'll make your boss think you're not focusing on the company.