



The Presentation and the follow-up

- **Ask for a meeting.** Once you've figured out what you're going to say about your accomplishments, know what position you want, and have an idea of when to have the conversation, it's time to get the ball rolling. Don't just barge into your manager's office in the middle of the day and ask to have the talk. Instead, have a conversation with your manager or send a quick email saying that you'd like to discuss your performance and potential.
- **Give advance notice.** Once you talk to your manager, he'll have an idea about what you'll want to say, so he won't get caught off guard during the meeting.
- **Start by stating your accomplishments.** That list of personal accomplishments will come in handy once you're ready to have that meeting. You should open the meeting by thanking your boss for taking the time to talk with you and then discuss all of the success you've brought to the company, being as specific as possible in terms of revenue, increased growth, and any factors that truly make you stand out as an employee.
- **Show that you're ready for more responsibility.** Once you've stated your accomplishments, you can discuss the position you'd like to obtain, whether it's a position that's just been opened or one that you'd like to create. You should be prepared with a list of goals you'd like to meet in this new position and a game plan for achieving them. While you're doing this, think of what would interest your boss the most, and prioritize your goals accordingly.
- **Ask for feedback.** Don't do all of the talking -- let your boss help you find ways to grow and to offer his perspective on whether or not you're ready for a promotion. Though you should prepare some talking points, you should look at the meeting as a conversation, not just an opportunity for you to deliver a speech on how amazing you are.
- **Put it in writing!** Don't just assume you have been heard. Make sure to give them a hard copy of your reasons and arguments to support your application.
- **Keep asking!** If you didn't get a promotion, don't just tell your boss you'll try to meet your new goals and hope for the best. Instead, follow up from time to time and ask your boss about your progress and see if you're meeting his needs.
- **Check in regularly.** If you check in once in a while without being too insistent, then your boss will be paying more attention to you and will know that you're serious about accepting more responsibility.
- **Celebrate!** And if you did get the promotion, then go out and celebrate! You deserve to after all of the hard work you've done.