



SPRING FORWARD

For those of us living in the Caribbean, this is the start of rainy season and not Spring, and luckily, we don't have to worry about putting our clocks forward. But the season of renewal is a great time to kick your career development into high gear. There are many new opportunities and creative ways to move your professional self to the next level.

In this issue we share techniques for career planning and tips for positioning yourself for a promotion or new opportunity.

And as always, Regency is proud to be your partner as we continue to showcase exciting new job opportunities for you to consider.

EASY AS 1-2-3

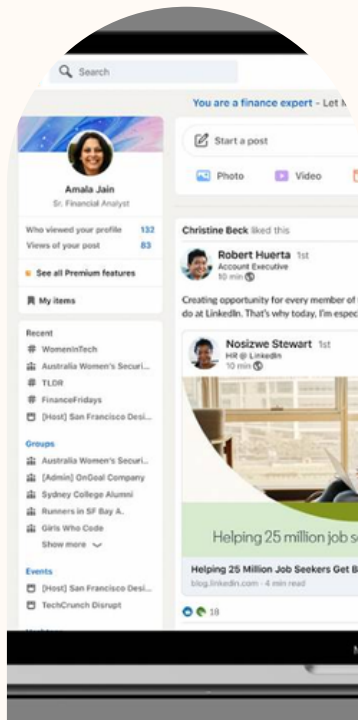
1

Build a **career advisory board**—a go-to group of people to call upon for advice when you're facing a major decision or tough situation at work.



2

Increase your LinkedIn cache by asking a trusted colleague or satisfied client to write you a **quick recommendation**.



3

Find a new **volunteer opportunity**—sitting on a board or lending your skills pro bono can be an awesome way to boost your resume quickly.



Asking people for their ideas, feedback and support is a great way to kick start the next stage of your career.

Whether you are reaching out to experts in your field to learn from their journey (and mistakes), tapping a client for a referral to elevate your online profile, or connecting with new people in a community project setting – all of these touch points are opportunities for you to learn, refocus and ensure that your key strengths are being honed and highlighted.

LET YOUR BOSS KNOW YOU'RE AWESOME



You might have a list of career accomplishments a mile long. But if you're the only one with access to that list—and no one else understands the extent of your contributions or the impact they're having on the organization—you'll be standing behind the door when the promotions or bonuses are handed out.

That's because when organizations assess talent and make decisions about raises, promotions, and big projects, decision makers are going through a highlight reel of your career—and what counts isn't necessarily what you've done - it's what they know about what you've done.

To make sure your manager and the rest of the organization is well aware of your contributions, here are some tips for getting credit for your work.

1. **Tell your Manager** - Don't assume your manager knows what you're doing, the progress you've made, or the obstacles you've overcome -make it your mission to provide that information.
2. **Focus on Results** - Instead of giving your manager a list of tasks you've accomplished, explain what those tasks mean in the bigger picture. Tell her how much money you have brought in, or savings realized as a result of your work.
3. **Get Proof** - When you do something awesome and your colleagues express appreciation, ask them to say something on your behalf. And if you work with customers, ask them to do the same. Managers love hearing from satisfied customers, and this is a great way to collect feedback on your performance!
4. **Get in Front of Decision Makers** - If you're offered the opportunity to present an update on your project or make a recommendation on strategy, go for it.

WANT A PROMOTION?



Want to get promoted? Ask your boss what 2-3 specific things you need to work on to make that happen—then **come up with a plan** to over-deliver on them. Whether that's taking a management class to boost your leadership skills or spending more time building relationships with other departments, make sure that your activities are visible and that your manager notices.

Ask for a meeting with your boss and **prepare to lead** the conversation. But don't go in saying "I'd like a promotion"—your manager will feel put on the spot and is more likely to respond negatively. Instead, start by **showing appreciation** for your current job and boss. A little flattery never hurt anyone, right? Plus, the last thing you want is to come across as unappreciative or entitled.

Explain that you want to have a **long-term career** at the organization, that your career progression is really important to you, and that you'd like some input on your future.



SET GOALS FOR YOUR CAREER



It is important to define your career goals clearly as this helps you build an effective action plan, which you need to stay motivated to achieve your professional aspirations.

Career goals should be **specific and measurable**. A goal must be something that an individual wants, rather than a factor they wish to avoid. So, instead of focusing on leaving a particular job or position within the next 5 years, aim at where you DO want to be and think about what you can do to move toward getting there.

More than anything, an individual's career goals must be **realistic**. It wouldn't make sense for an individual to set a goal of winning a Grammy award if they've never performed or played an instrument. On the other hand, don't keep things too simple. A career roadmap should be a challenge, not a walk in the park. If your goals don't make you a little bit uncomfortable, then you should probably set higher limits.

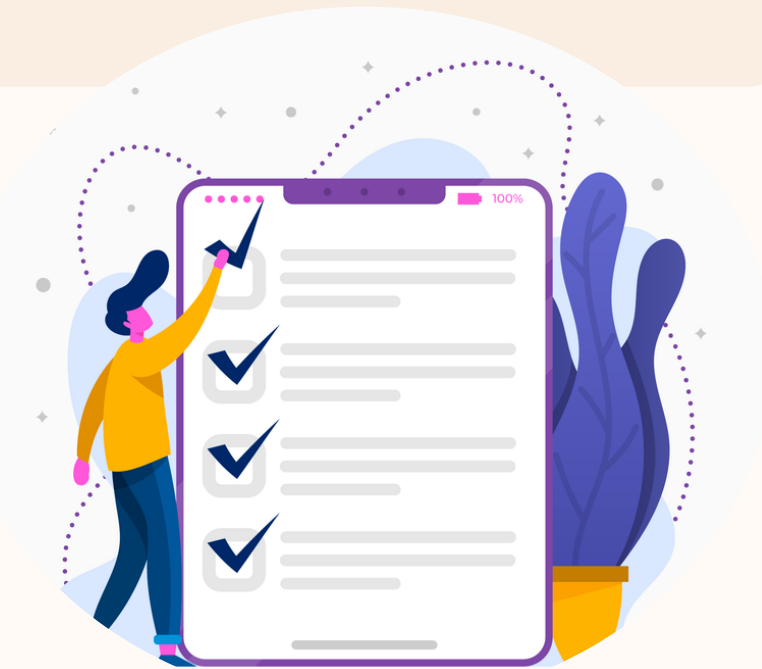
And for each set goal, list all the **different activities** needed to achieve it to make the whole process easier. Write down your plan, and share it with others.

The old saying 'failing to plan is planning to fail' applies to your career progress too. You should have **clearly defined career objectives**, and a pathway to achieve them.

You may not always stay on track (a pandemic may come along for example) but pick yourself up, dust yourself off, and get back to it.



CHECK YOURSELF



The idea behind this is that there is always a version of yourself slightly ahead of where you are now. This “you” isn’t perfect, but he or she is a little more organized, gets up a little earlier, is a little better at focusing on the task at hand. It’s the person you know you could be if you just tried a little harder. It’s not scary impossible, but you’ll have to push to get there.

Sometimes you already know the changes you want to make in your life. But it’s not always as clear what behaviors are holding you back from your full potential.

The best way to figure it out? **Start trying different things.** Make a list of productivity tips you’ve read about that you’ve been wanting to try, and challenge yourself to do things differently. It doesn’t have to be big things: If you usually get up and check your phone, instead get up and relax for 5 minutes to start the day fresh. If you usually put off large projects until later in the day, tackle them first thing in the morning.

Not every change you make will be one you want to continue, but experimenting like this will start to give you a sense of what’s holding you back and what will help you **move toward the better version of you.**

REGENCY UPDATE



It has been a busy few months at Regency. We wished Carolyn a very sad but fond farewell as she left to spend more time with her family, celebrated Karlene's 23rd work anniversary and Akili's birthday. This June we celebrate Urmila's 1 year anniversary and Kyle's 3 year anniversary – what a great team !!



During Q2 we recognized our first post Covid-19 Candidate of the Quarter – Sally Toussaint – whose work ethic continues to inspire us all. Congratulations Sally!

“You can’t just sit there and wait for people to give you that golden dream, you’ve got to get out there and make it happen for yourself.”

 DIANA ROSS