



Point of View

How to Get Noticed at Work

Performing simple deeds and activities at work can get you the exposure and attention that will get you noticed - and the recognition you deserve.

Do you work with people who make you wonder exactly what they do for the company? Would anyone notice if they stopped showing up? Do people wonder the same things about you?

While doing a good job is certainly satisfying, it can be frustrating when hard administrative or clerical work goes unnoticed or your contribution is not acknowledged. It's a quick leap from being unnoticed to feeling unappreciated. Here are five tips to make sure you aren't just part of the décor—and that your superiors know you are doing great work!

- **Don't get lost in the crowd**—especially at a large company or location. Greet people you know, and make an effort to get to know others. Smile. Spend time talking about positive things, new ideas and plans. Keep complaints to yourself.
- **Build a network.** Interacting with the same colleagues everyday won't increase your exposure, but working with new people will. By joining a committee or task force, or volunteering for a special initiative, you'll have the opportunity to show your talent and skills to other people who matter in your company. Behave like a leader and you will be thought of as one. Volunteer to work on a project no else wants to do. Succeeding where others have failed is a great reputation to have, and even if you're only half successful, you'll still be recognized as a person willing to take on a tough task.
- **Avoid over-extending yourself.** Choose your activities carefully and focus on doing them well, rather than trying to be all things to all people. Your goal is to be seen as someone who is capable and successful, so don't over-commit yourself. You won't get noticed with mediocre performance, regardless of how many other positive steps you take.

- **Be helpful.**
If you've used the last piece of paper in the shared copier or printer, fill it up again. If you've poured the last cup of coffee, take a minute to make another pot. Offer to mentor a new employee, or help a co-worker with a project. Small gestures can help you build relationships and show your team spirit. And the people you help will be more inclined to support you when it matters most.
- **Keep growing.**
Continuously improve your skills. Learn a new technology, read industry publications, reports and magazines, and be aware of market trends. Use this knowledge when you communicate with colleagues and take on new tasks. Diplomatically make your boss aware of what you are doing, and be sure to track your accomplishments for performance reviews.

While you may be uncomfortable with the idea of “tooting your own horn,” it is important to distinguish yourself, so don't shy away from self-promotion at work. If done well, it can add to your job satisfaction—and help get you noticed!