

Useful and Clever Tricks and Advice to get Promoted.

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Network Director






PROMOTION

What is a Promotion?

- A steppingstone in a career
- A destination in a career
- A new challenge and growth opportunity
- New benefits and perks
- New responsibility, new understanding, new work life, new you.

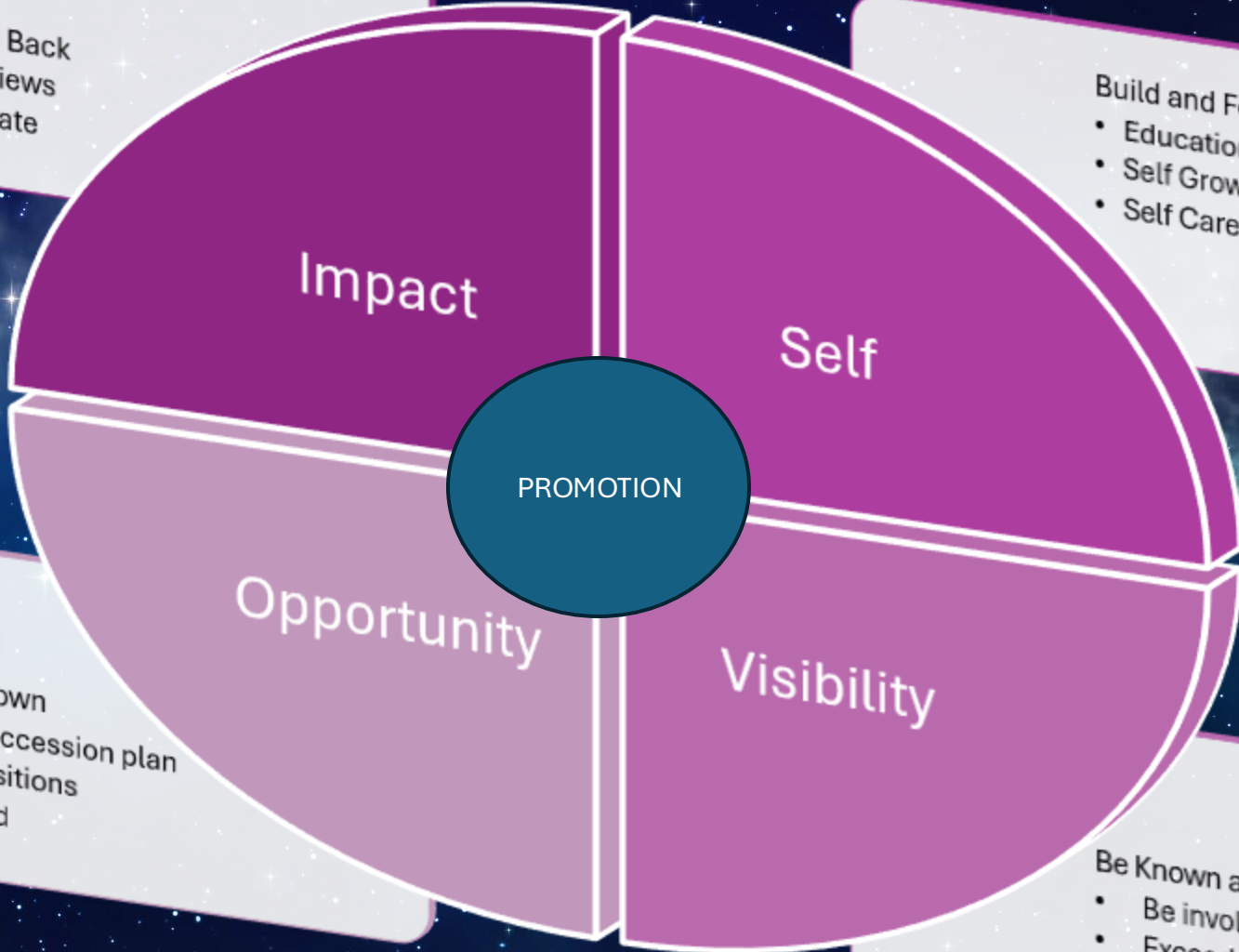


What do we need to get promoted?

- IMPACT
- VISIBILITY
- SELF DEVELOPMENT
- OPPORTUNITY



- Measurable Accomplishment
- Goals
 - KPI
 - Client Feed Back
 - Annual Reviews
 - Communicate



- Build and Fortify Yourself
- Education/Experience
 - Self Growth
 - Self Care

- Let it be known
- Create a succession plan
- Monitor positions
- Be prepared

- Be Known and Seen
- Be involved/Contribute
 - Exceed the standard
 - Teach
 - Process Improvement



IMPACT

Measurable Accomplishment

- Goals
- KPI
- Client Feed Back
- Annual Reviews
- Communicate





1. Take Initiative and Be Proactive:

- Solve Problems
- Offer Help
- Seek Out Opportunities

2. Communicate Effectively:

- Listen Actively
- Provide Constructive Feedback
- Keep Others Informed

Measurable Accomplishment

- Goals
- KPI
- Client Feed Back
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4. Demonstrate Your Impact (Value):

- Track Your Progress
- Communicate Your Results
- Seek Feedback

5. Understand the Value of Your Work:

- Connect Your Work to Company
- Goals (MEET AND EXCEED GOALS)
- Identify Your Unique Contributions
- See the Bigger Picture.

Measurable Accomplishment

- Goals
- KPI
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Goals should

- Align with Company Priorities
- SMART (Specific, Measurable, Achievable, Relevant, and Time Bound)
- Communicate and Document
- Track Goal Progress
- Be Relevant

Goals Examples

- Reduce Cost/Increase Revenue
- Improve KPI
- Self Development
- Increase Networking
- Increase Productivity



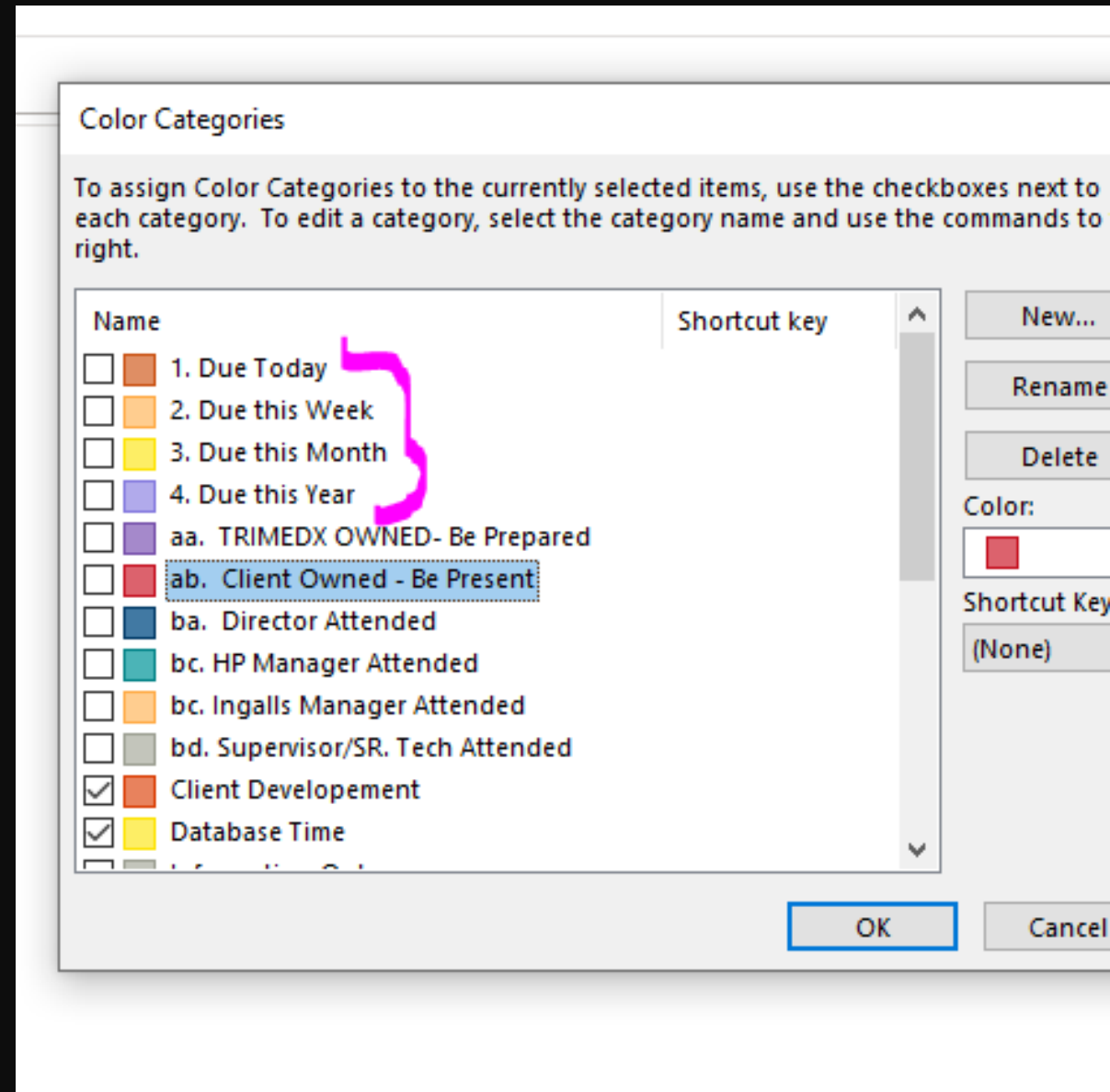
Email Management

- Set Email Management Time
- Set Email Expectations
- Follow through with Email Management



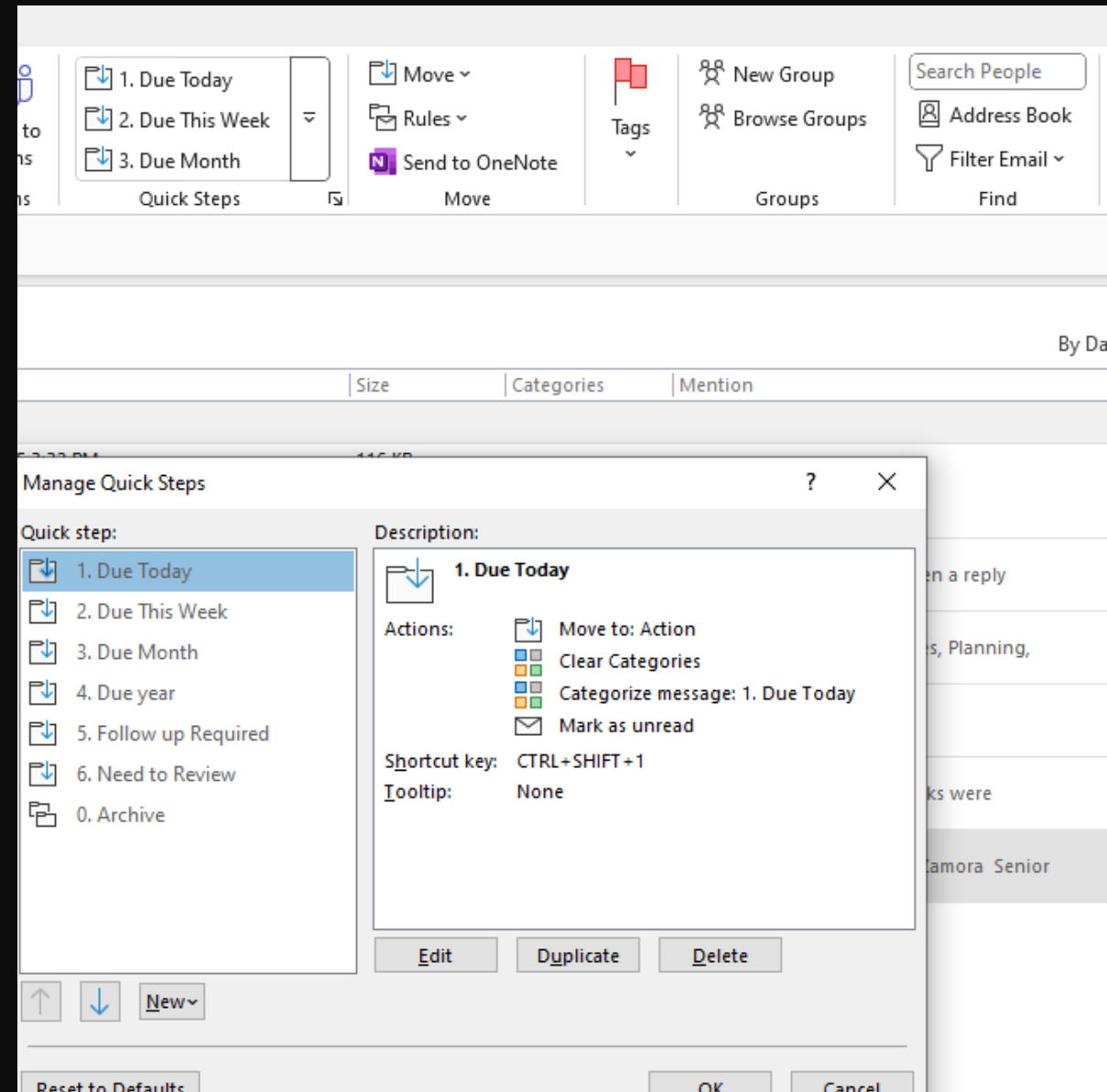
Set your Categories in Calendar

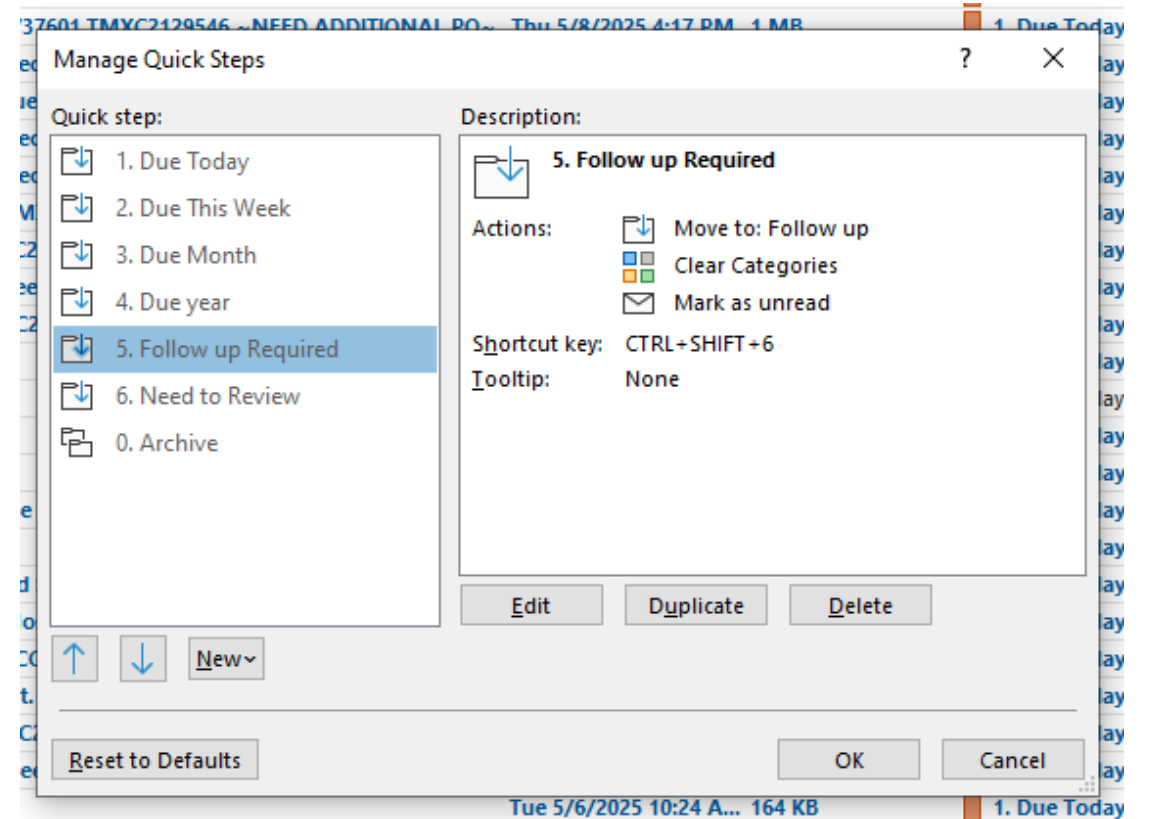
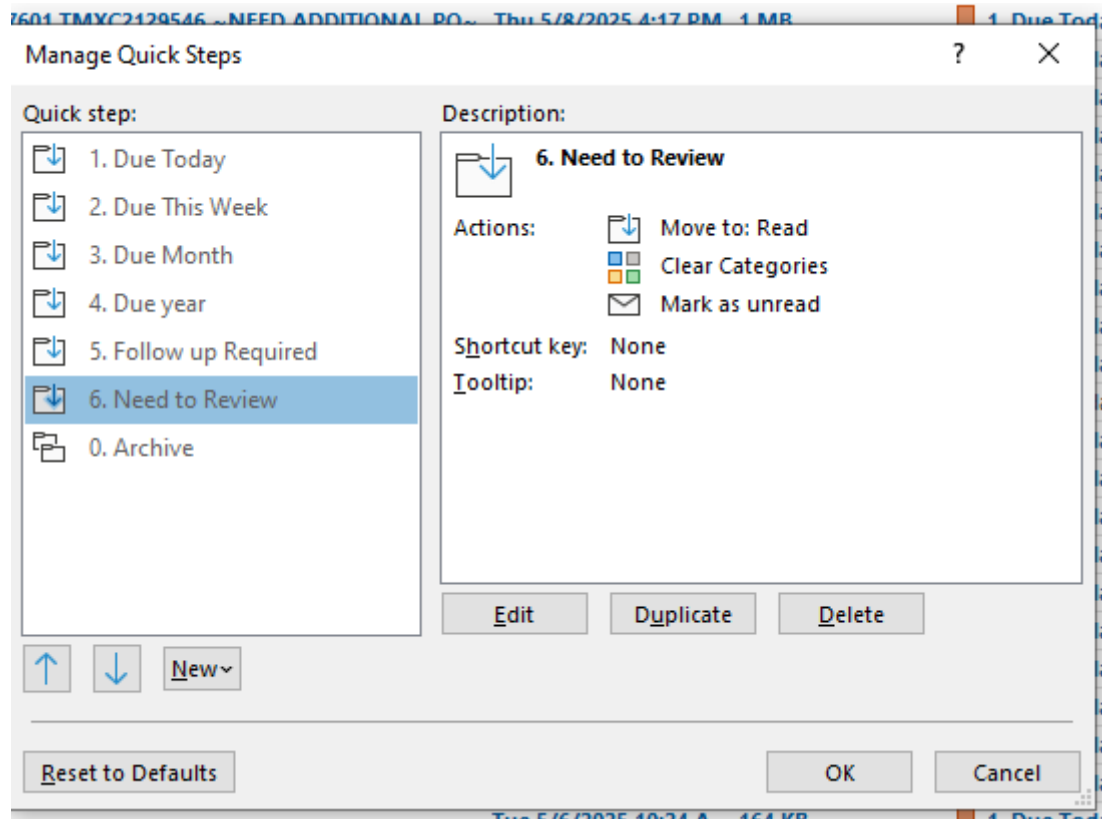
1. Open Outlook and navigate to your calendar.
 2. Select an event or create a new one.
 3. Right-click on the event and select "Categorize" .
 4. Choose "New category" if you want to create a new one .
 5. Name the category and select a color from the dropdown menu .
 6. Click "Save" .
-



Add Quick Steps

- Specifically, add these Quick Steps with the same rules, except for the specific Category Rule for the Priority for 1-4.
- Numbers Are Important

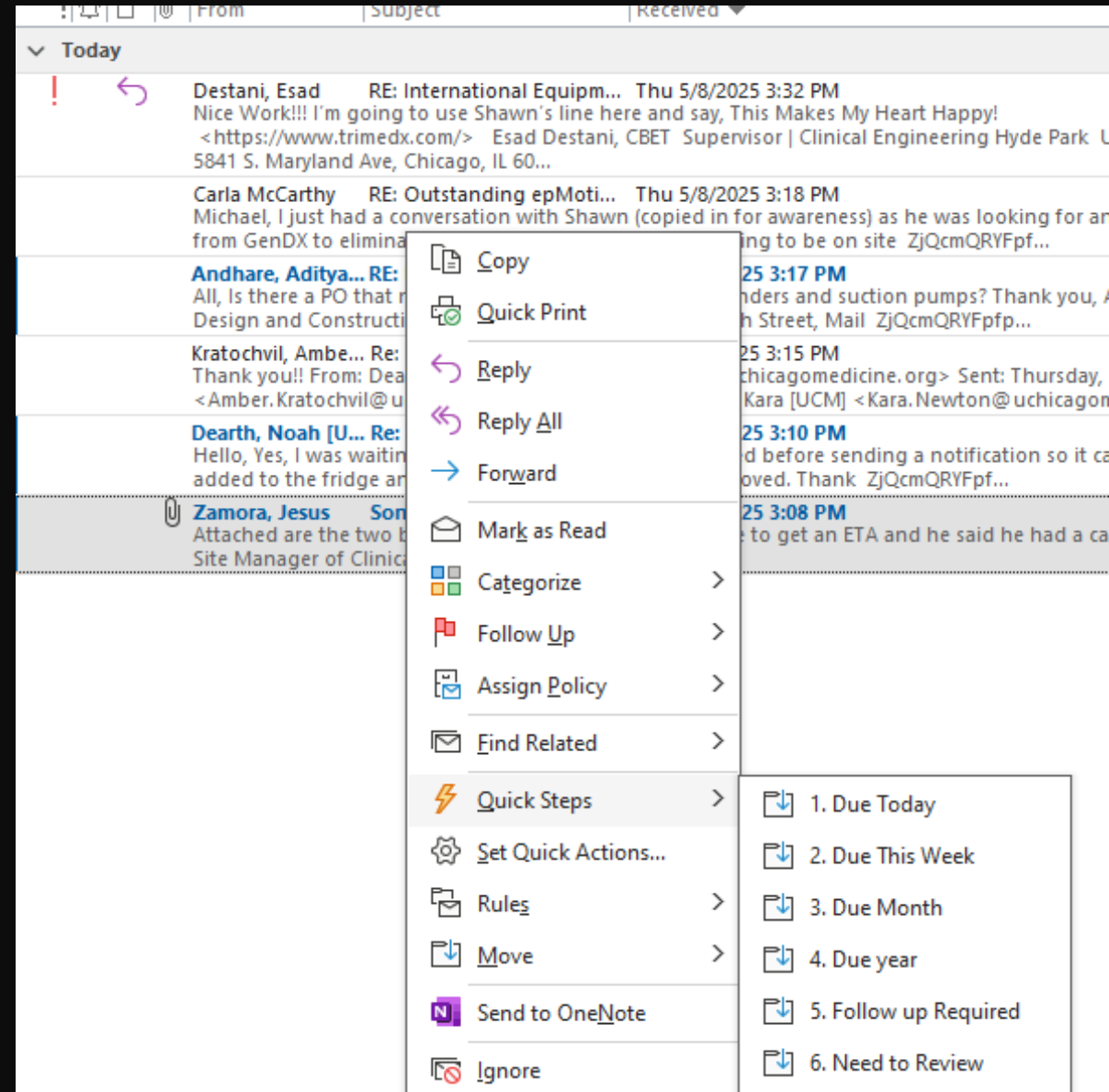


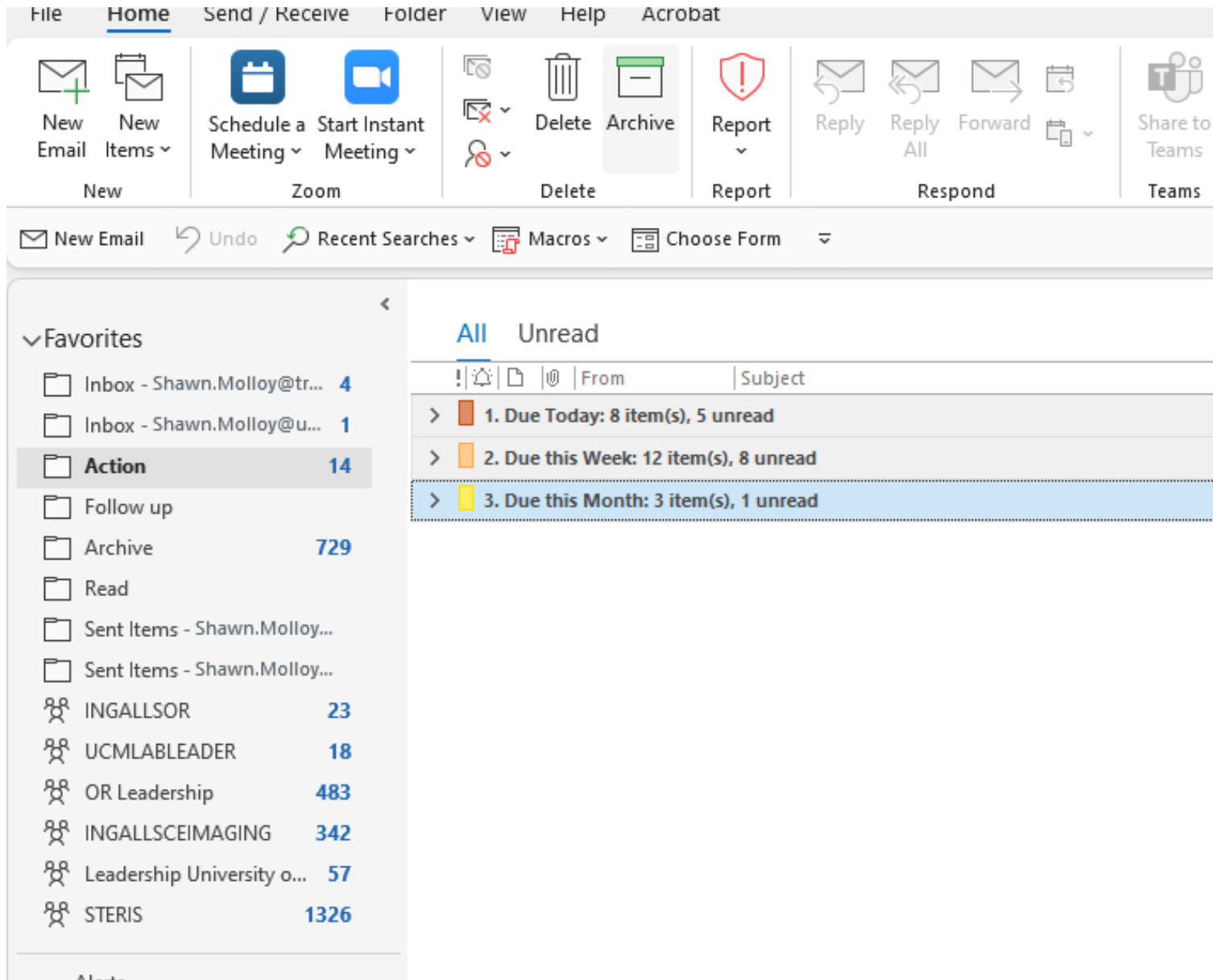


Follow Up and Review

Organize your Inbox

- Set aside Time to do a Quick Task and Prioritize.
- Frequency is up to you, but after it's empty, stay out of your inbox.
- Goal is Zero Inbox
- Do now and archive,
- No action Archive
- Quick step if it can't be done in 2 mins
- Unsubscribe or create auto sort rules to reduce volume.





- Grouping by Conversation.
- Sort within Group by date received.
- Set aside Operations Time to handle these task.

VISION
PROCESS BY
CUSTOMER
INDUSTRY
ADVERTISING
BUSINESS
PROJECT
IDEA
ACTION
SUCCESS
TARGET
JOBS
MANAGEMENT
DEVELOPMENT
INNOVATION
DATA
FINANCE
INDUSTRY

IMPACT

TIME
TARGET
QUALITY
DATA
INDUSTRY
CUSTOMER
TARGET
VISION
FUTURE
MOTIVATION
PLAN
INDUSTRY
STRATEGY
VISION
DATA
CAREERS
KNOWLEDGE
PROMOTION
BRAND
SUCCESS
BUSINESS
EDUCATION
STRATEGY
IDEA
TARGET
CAREERS
MANAGEMENT
PLAN
CREATIVITY
ADVANCE
STRATEGY
BRAND
PROCESS
JOBS



Questions about Impact

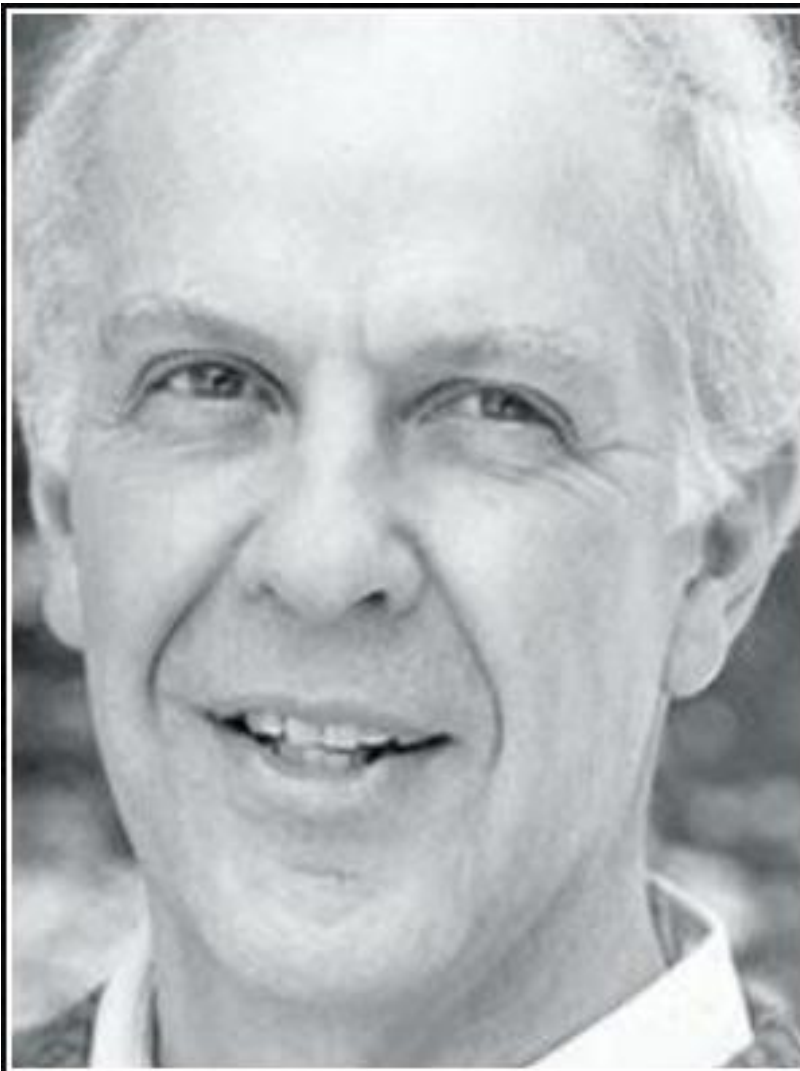


SELF

Build and Fortify Yourself

- Education/Experience
- Self Growth
- Self Care





Self-care is never a selfish act - it is only good stewardship of the only gift I have, the gift I was put on earth to offer others.

— *Parker J. Palmer* —

AZ QUOTES

Self Care and Self Development

Invest in Yourself
(Time, Money,
Attention, Effort,
Mentality, and
Emotions)

How Can I Provide
More Value?

Enhance Resources

Enhance Proficiency

Enhance Knowledge

Enhance Fortitude
and Tolerance

Do you have a Selfcare Plan?

	Self			Work			Wife		Family		
	Health	Mental	Development	Stress	Development	Visibility	Relationship	Partnership	Fun	Dependance	Legacy
Daily	Walk 1 mile	Disconnect 5am-6am	Read a chapter	Breathing Exercise	30 Mins of CI	10 Complements	Ask about her day, complement her	Assist with Morning Task	Play a Game	Help with Homework and prep for day	Spend 1 hour unrestricted doing what they want.
Weekly	Meal Prep	VR Meditation	1 hour for hobby	Review and organize work load	1 hour improvement task	Site Visits and rounds	Date Night	Give her, her time	Movie Night	Cook Weekend Breakfast (Special)	Family Trip (Local) Zoo, Park, Resteraunt.....
Monthly	Long Hike	Self Day			Training Course	MOR, QVR, Operations	Special Family Event				
Yearly	Family Vacation										

Build and Fortify Yourself

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Data Analysis

Develop an Excel Playground to save you knowledge and functions.

First	Last	Numbers	Email	FLAST	CAP FIX	Randomizer	Look up
SHAWN	MOLLOY	1111	SHAWN.MOLLOY@EMAIL.COM	SMOLLOY	Shawn Molloy	0.52645223	Joe 9999
LESLIE	MOLLOY	2222		LMOLLOY			
Charollote	MOLLOY	3333					
OWEN	MOLLOY	4444					
XAVIER	MOLLOY	5555					
EMILY	MOLLOY	6666					
OLIVE	MOLLOY	7777					
MAX	MOLLOY	8888					
JOE	MOLLOY	9999					
BISCUIT	MOLLOY	1010					

My Favorites

Ctrl <E>

V Look Up

Show Duplicate

Copy Sum

Ctrl Down Arrow

CTRL C and V

CTRL D

PHONE LINK

Phone Link

TMX_COMD-MR6NX003QW

Connected

Share files between your devices

Notifications

Clear all

No new notifications

Messages

Recent

- The OI Ball And Chain Sent the Response 11:24 PM
- Yosef Work** CCD 10:43 PM
- Jessie-ingalls -imaging Please cancel 7:41 PM
- Gus I can still cancel. Order did not ship 7:34 PM

Suggested contacts

- Edwin
- Jullien
- Amanda Hodges
- Jared- Philips

Yosef Work

(312) 961-6760

C-arm with came in for imaging not tiffing to PACs
ccd called the customer no answer will follow up in
the morning

CCD

This message will only be sent to Yosef Work.

Send a message

Grabbit

- Open Multiple Links at once. Very useful in RSQ



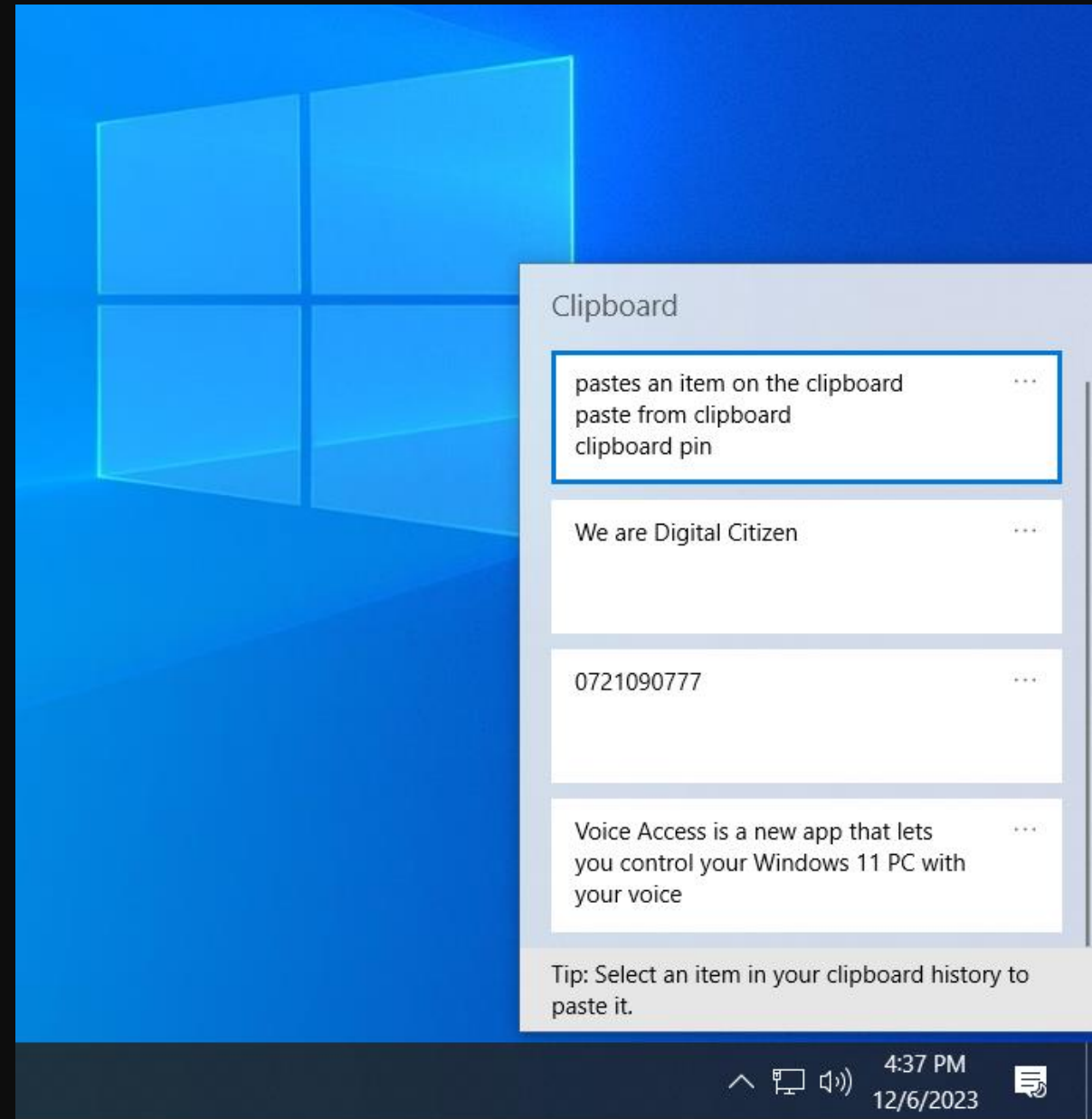
[socratisp.com](#) Featured 4.7★ (38 ratings) [Share](#)

Extension Workflow & Planning 5,000 users

The image shows a promotional graphic for the Grabbit extension. On the left, a screenshot of the extension's interface is displayed, featuring three main buttons: "Copy Selected Tab URLs" (blue), "Copy All Tab URLs" (purple), and "Open Copied Links" (orange). Below these buttons are "More Settings" and the version number "v1.0.8". The background of the graphic is a teal color with a large, stylized hand icon. To the right of the hand, the text reads: "Copy or open multiple URLs with one click - save time!". The Grabbit logo is in the top right corner of the graphic.

Shawn's Favorite Hack Print from Clip Board

- Turn the Clip Board History on in the Clip Board history
- Use Windows V instead of Ctrl V



Self Improvement Discussion





VISIBILITY

Be Known and Seen

- Be involved/Contribute
- Exceed the standard
- Teach
- Process Improvement





Building Positive Visibility

- Communicate Effectively and Confidently:
- Build Relationships and Network: Who do you know, and who knows you, How are you known.
- Demonstrate Your Value and Expertise
- Take Initiative and Be Proactive
- Leverage Digital Communication

Important Considerations:

- Be authentic: Focus on making genuine contributions and building strong, lasting relationships.
- Balance visibility with quality work: Don't compromise your core responsibilities in pursuit of increased visibility.

Be patient and persistent: Building visibility takes time, so be consistent in your efforts and celebrate small victories.



AI Optimizes you and your time.

- Grammarly for better correspondence.
- Zoom AI for Summary Notes.
- Chat GBT for idea development

- AI is a tool, not a short cut.



Meeting summary for 1:1 [REDACTED] (05/08/2025)

Quick recap

Shawn and John discussed the recent events at their organization, including the Joint Commission and DNV visits, the cyber meet-up, and the Trimecics program. They also addressed the challenges they faced with a public IP address prefix, the need for better communication with the vendor, Siemens, and the importance of resolving issues before they become visible to clients. Lastly, they discussed the upcoming Htm Week, the issue of Philips X Threes at [REDACTED] and the final report out and demand contracts that need to be on the governance deck.

Next steps

- Shawn to send an internal note to [REDACTED] about the escalation process with Siemens before sending external communications.
- Shawn to send John a disposition PDF for signing off on the neon coding at Ingalls.
- Shawn to email Janet (cc'ing John) about the RFID tagging of X3 monitors at Comer hospital, including more details on the issue and potential costs.
- Shawn to include Jason's information in the governance deck.
- Shawn to add all new demand contracts recently approved for Red, Red Onc, etc. to the governance deck for visibility.

Summary

Joint Commission and DNV Visits

Shawn and John discussed the recent events at their organization. They mentioned the Joint Commission and DNV visits, which went well. They also talked about the cyber meet-up and the misconceptions about the Trimecics program. John expressed frustration about the lack of detail from the auditors and the issue of devices with default passwords. Shawn confirmed that they have about 1,700 devices out of 30,000 connected. They agreed to find another time to discuss further.



OPPORTUNIY

- Let it be known
- Create a succession plan
- Monitor positions
- Be prepared





Creating Opportunity



- Cultivate an Observant Mindset:
- Network Strategically:
- Take Initiative and Seek Out Challenges:
- Develop a Growth Mindset:
- Build a Strong Personal Brand:
- Leverage Mentorship and Sponsorship:
- Embrace Change and Adaptability:
- By actively seeking and creating opportunities, you can not only enhance your own career prospects but also contribute to your organization's success.



**results happen over time,
not overnight- work hard,
stay consistent, and be
patient**

When Opportunity Arrives, Be Ready

- Resume Ready
 - 30-60-90 Plan
 - Practice Interview
 - Research
-



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And Thank you