

Your Career - Don't Let It Manage You

A Few Tips to Manage Career Security

Bala Prasanna
Senior Member, IEEE
IBM Program Manager
bprasanna@ieee.org

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Great things are not done by impulse,
but by a series of small things brought together. *Vincent Van Gogh*

Life consists not in holding good cards
but in playing those you hold well. *Josh Billings*

This time, like all times, is a very good one,
if we but know what to do with it. *Ralph Waldo Emerson*

Our problems are many,
but our capacity to solve them is limitless. *Ronald Reagan*

For the lack of a nail, the shoe was lost.

For the lack of a shoe, the horse was lost.

For the lack of the horse, the message was lost.

For the lack of the message, the battle was lost.

For the lack of the battle, the war was lost.

For the lack of the war, the kingdom was lost.

All for the lack of a horseshoe nail.

Something your grandmother may have taught you

Tomorrow Will Be Nothing Like Today

from a billboard in JFK Airport

*We Are All **Alone** In This Together*

- Graham Lindsay

Career Security through Career Growth

- Learning and Practicing Soft Skills as an important path

Driving Your Own Behavior Around Values of Importance to You

Being Relevant in Workplace

- Personal management System
 - training
 - relation management
 - creating track record
- Stay Disciplined
- Resilient

If I have seen
f a r t h e r,
it is by standing on the shoulders of
giants.

Isaac Newton



*take a **step**...*

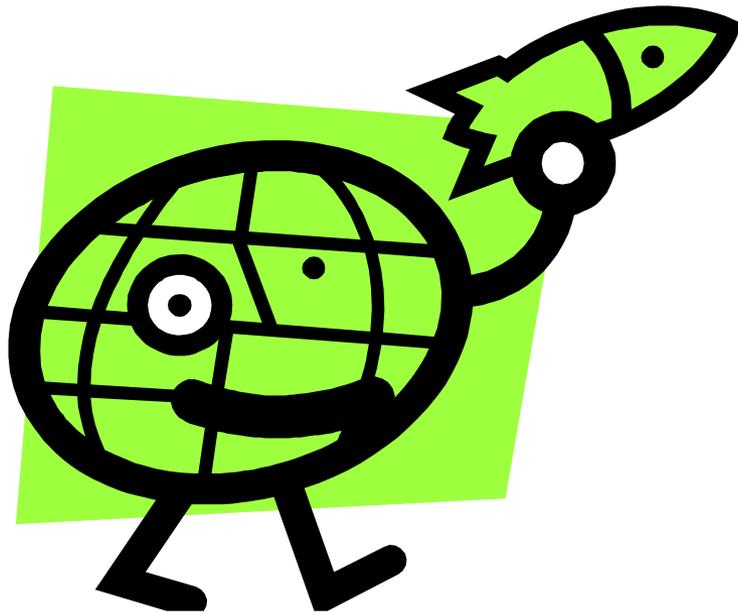


*...there'll
be a **bridge***

Once you're in low Earth orbit (LEO), you're
halfway to anywhere.

Robert Heinlein

Science Fiction Writer



This is due to the mechanics of space launch, where accelerating into LEO is a large portion of your journey.

Storing mass in LEO is a way to make trips beyond LEO easier.

how people
perceive you



is under
your control

Life Management Skills For Success

Career Planning

*Balancing work & personal:
leveling the scale*

Networking

Interpersonal Skills

Leadership

Volunteering

grasp the

big picture

- Players
- Rules of the Game
- Unwritten Rules
- What is the Big Idea?
- Business Control Practices
- Breaking the Rules
- Annual Productivity measures
- Performance assessment
- Strategy and Tactics

- Legal & Ethical
 - *Intent counts in ethics*



roll with the punches...

Failing to Plan is Simply Planning to Fail

- Health, Family, Vacation, Hobbies/Stress Relief
- Deadlines, Workload, Overtime, Training
- Work Career Plan - Technical, Management

To ignore or deny this balance is setting yourself up for *disappointment* & *dis-ease*

Work Your Balance Muscles

Head with Heart

Money & Meaning

Top of the Mountain & Journey

Friendly & Firm

You must always be training for the next level up if you wish to advance.

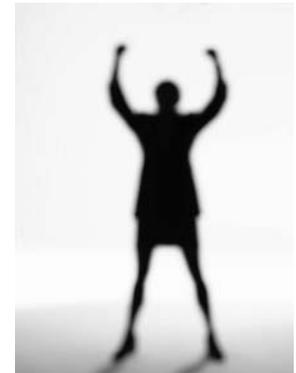


- . *Be willing to experiment with behavior modification*
- . *Train a back-up*
- . *Do not procrastinate - a true stress buster!*
- . *Gain control - Think Time & Think Place*

Communicating Skills - Basics

The importance of first impressions

- Good posture
- Neat appearance
- Positive non-verbal communication
- Eye contact
- Confident handshake
- Be positive and energetic
- What you say and how you say it
- Establish how you want to be treated
- Talk Less, Say More



If you don't manage your relationship with your manager and peers, you will not have resources to get your job done.

NETWORKING

where?

why?

with whom?

when?

*what will I be able
to contribute?
gain?*

- *If you help others, they'll be more likely to help you*
- *Follow up with leads; acknowledge sources*
- *Thank contacts*
- *Do what you promised to do*
- *Keep your antenna up*



dig your well before you are thirsty
Is your NET-working for you?

Leadership is not about position; it's about doing.

- Live & work with paradoxes
- Push the frontiers rather than follow
- Promote innovation
- Influence and guide
- Act as catalysts
- Champion causes
- Have that invisible something that attracts followers
- Articulate a vision and make it happen
- Focus on customers
- Anticipate the future
- Stick your neck out
- Focus on the real work, not the mundane
- Deal with ambiguities - can you rationalize fuzzy data
- Be transcendent
- Own higher levels of confidence



Conflict Holds Creative Potential

win/win: conflict can be healthy when it brings out new ideas & relationships



win/lose: distrust, anger, withdrawal

conflict is *unavoidable* & *common*

negotiation is the primary key to resolving it

conflict & *negotiation* are central parts of *organizational life*

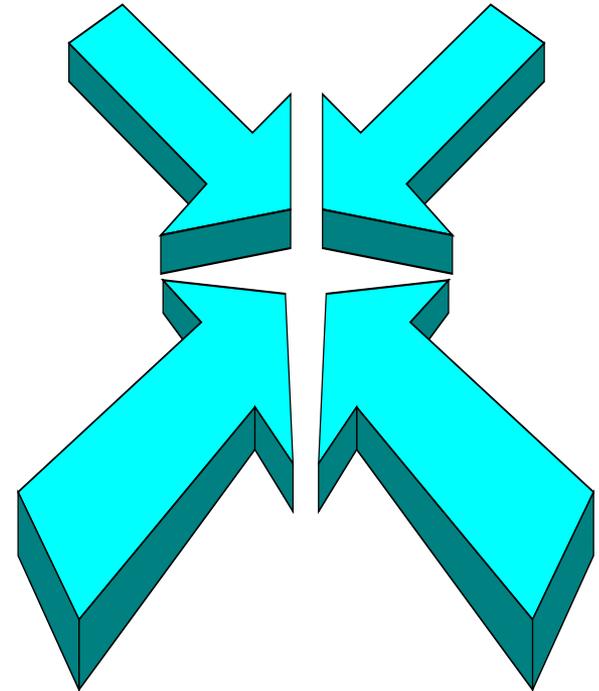


don't let conflicts/differences harden into resentment, hate, or anger

Handling Conflict Productively

- *Competing*: assert your position w/o opposing view points
- *Avoiding*: stall, ignore, sense of timing
- *Collaborating*: fully satisfying both sides (relationship is important)
- *Accommodating*: forgoing (your) concerns (selfless)
- *Compromising*: negotiating, finding middle ground

do not overuse anyone



Office Politics

You always have to play politics.

But remember, there is good politics & there is bad politics.

- Managing your boss
- Managing your peers: relations with coworkers are often trickier than managers
- Who are your angels?
- Hustle & Harmonize
- Nobody wins unless everybody wins
- Don't just ask for opinions; change them
- Everyone expects to be paid back
- Success can create opposition
- Don't ignore the aftermath of success

what is *your brand*?

When you have *Joe's* word,
you can take it to the bank.

No matter when I go and what question I
have, *Mary* has given me satisfactory
answers all the time on this project.

When you see *my* name on a technical
document, it comes with
a 100% guarantee - no equivocation!

Russ's thought process,
judgment & communication at
the right time
has never let me down.

When you assign testing to
Kumar, good as gold.

When in doubt, I always count
on *Dawn* for my answers

Wow, *you* make a great
teacher/mentor/debugger ..!

*You cannot be all things to everybody.
Understand your strengths & create a
positive branding of you.*

Don't sweat the small stuff...

- Avoid weatherproofing
- Choose your battles wisely
- Praise & blame are all the same
- Do one thing at a time
- Just for fun, agree with criticism directed towards you (& watch it go away)
- Surrender to the fact that life isn't fair
- Look for the extraordinary in the ordinary
- Give up on the idea that more is better

... and it's all small stuff

Now, the *big* stuff...

- Manage for Results
- Differentiate & understand Headlines vs. Trendlines
- Don't burn your bridges
- Learn to prioritize
- "And then more" - *Overachieve on expectations*
- Milk a cow; don't milk a duck
- Time Management - front loading & multi-tasking
- **Time, Relationship, Career, Anger** Management
- **Money, Money, Money**
 - Power of Compounding - Save \$.. *Did you know ..?*
 - good credit(student loan, buying a house, ...)
 - & bad credit (car, furniture, ...)
- Member of a professional society
- Quality of life for you and people around you
- Disillusionment at work -
 - too much idealism gets in the way of progress;*
 - be philosophical in approach*

... if you screw up, go back & ask:

What can I do REGAIN your confidence in me?

... and it is *big* stuff...

... *and some more*

- Personality amplifiers (*bring back that smile on your face*)
- Managing “*self*”
 - Time, Relationship, Career, Anger
 - Wide angle view of the profession
 - Read your boss’s mind
- Have your elevator speech ever ready (not more than 45 seconds)
- Monkey on the back (*mine vs. yours*)

Is sloppiness in speech caused by ignorance or apathy? I don't know and I don't care. *William Safire*

... *and some more*

Speaking to your Boss

This just isn't possible

- always speak in terms of what can be done

I can't stand working with

- reflects poorly on you, do not make this your boss's problem

But I emailed you about that last week

- alerting by an email does not absolve you of your responsibility

It is not my fault

- whiny 8-year old, or take charge professional?

But we have always done it this way

- Don't kill new ideas with negativity

... and some more

- Be passionate about deadlines
- Be a maintenance-free employee
- E-mail etiquette
 - Not a private communication between sender/receiver
 - Reply-only-sender vs. reply-all
 - *What court are you playing?*
 - Writing/expressive skills
 - Promptness in response



Be a Professional!

Separate your personal attitudes from professional expectations

Consider PE or PMP training

As a professional, have the stamina of a marathoner, not a sprinter

It's all about choosing

friends

*how you interpret
criticism/feedback*

*how to
spend time*

how you feel

*to nurture peer
& boss relationships*

assignments

*to equip yourself with
occupational armor -
training, networking*

so make the right choices.

Think of Simon Cowell (*American Idol*) & Dr. House (*House*). Would you have them on your side?

Responsible Students

- Set goals, stay focused on the future
- Plan their time:
 - Use a calendar to keep all events, due dates in plain sight
- Study everyday:
 - Do it steadily
- Take notes:
 - Teachers almost always highlight what is important
- Keep their commitments to themselves and others
- Get ready ahead of time:
 - Being late or early is not something that simply happens; it is a choice you make!

Got Emotional Hygiene ??

We need to be clear which emotions are harmful and which are helpful; then cultivate those that are conducive to peace of mind. Often, due to a lack of knowledge, we accept anger and hatred as natural parts of our minds. This is an example of ignorance being the source of our problems. To reduce our destructive emotions we strengthen the positive ones; such emotional hygiene can contribute to a healthier society.

- Dalai Lama

Q: "At Auschwitz, tell me, where was God?"

A: "Where was man?"

- from Sophie's Choice

You have a role to play in this world - a reason for being here. But it is up to you to find your part and direct your future.

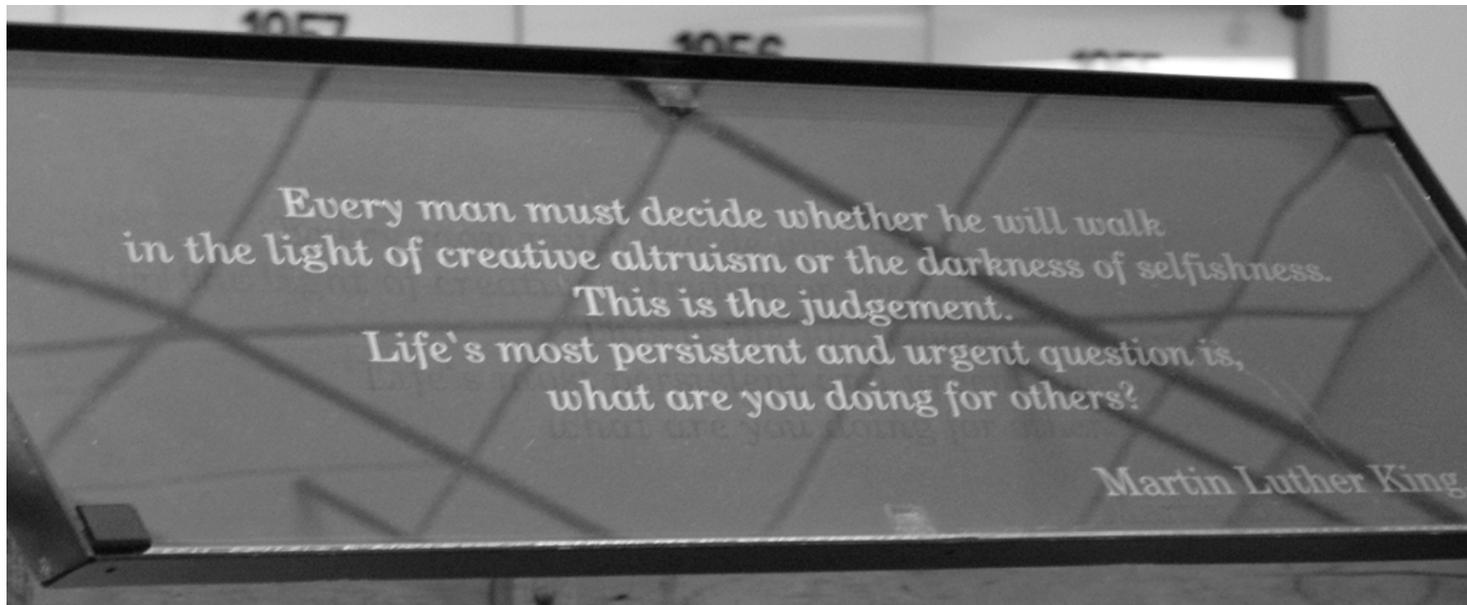
You alone determine your destiny through your own efforts. Accept this responsibility - not just for yourself, but for us all. You have the power to change your life and the lives of others as well.

Don't back away from the exercise of this power or wait for some one else to act. Of course you can get what you want, but part of what you want should be to help others along the way.

The good life is not a passive existence where you live and let live. It is one of involvement where you *live and help live*.

Whatever you do will be insignificant, but it is very important that you do it. *Mahatma Gandhi*

Being a volunteer



Acknowledgments

- Success in the New Millennium - IEEE-USA Professional Development Conference ISBN 0-87942-331-5
- You Can Negotiate Anything, Any Place - Herb Cohen ISBN 0-8065-0846-9
- <http://www.fastcompany.com/online/14/politics.html>
- Don't Sweat the Small Stuff (and it's all small stuff): Richard Carlson
- <http://www.theinstitute.ieee.org/>
- <http://www.officepolitics.com>
- Carnegie Success Connection
- <http://money.cnn.com/news/economy/annie/index.html>
- <http://www.nytimes.com/magazine> - The Ethicist
- *and several everyday sources*



Life Doesn't Frighten Me by Maya Angelou

Shadows on the wall
Noises down the hall
Life doesn't frighten me at all

Bad dogs barking loud
Big ghosts in a cloud
Life doesn't frighten me at all

Mean old Mother Goose
Lions on the loose
They don't frighten me at all

Tough guys fight
All alone at night
Life doesn't frighten me at all.

Panthers in the park
Strangers in the dark
No, they don't frighten me at all.

Don't show me frogs and snakes
And listen for my scream,
If I'm afraid at all
It's only in my dreams.

I've got a magic charm
That I keep up my sleeve
I can walk the ocean floor
And never have to breathe.

Life doesn't frighten me at all