

10 key steps

that position you for a promotion

9 **Make every minute count.** Show up ready to work, don't spend quiet moments leaning on the counter, and commit to getting the job done before you take off. You don't want others feeling that they're making up for something you didn't do.

Take on extra projects. For example, you might volunteer to develop a client education handout on preanesthetic testing.

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7 **Help someone else succeed.** A helping hand and some friendly coaching or advice at the right time build relationships with co-workers and help you to develop leadership on your team.

6 **Dress for success.** Choose professional clothes—or keep your uniform pressed—and appropriate hairstyles, accessories, and shoes. You want to inspire confidence!

5 **Be a cheerleader.** Pompoms aren't necessary to show off a positive, can-do attitude that gets attention. And everyone wants to work with someone who shows grace under fire.

1 **Set your goals.** It's never too early to be thinking ahead. You're more likely to hit your targets if you plan where you'd like to be in one, three, five, 10, and 20 years. You're not just planning to age, right?

two **Think it through.** Will you be happy with the increased responsibility and duty changes a promotion would bring? If you're not sure, think about tasks you could take on to feel more challenged in your present position.

10 **Get smarter.** Pursue job training that prepares you for new responsibilities. Would veterinary-related training, computer classes, an online management course, or the right book better position you for your next career step? The homework you do shows.

three **Tell your boss.** Let your supervisor know you're interested in advancement—even if he or she doesn't have an open position now.

4 **Keep doing a great job.** You've got to shine in your current position before your boss will give you more responsibility. So think about ways to convince penny-pinching Mrs. Keller to opt for a dental prophylaxis for Mittens.

