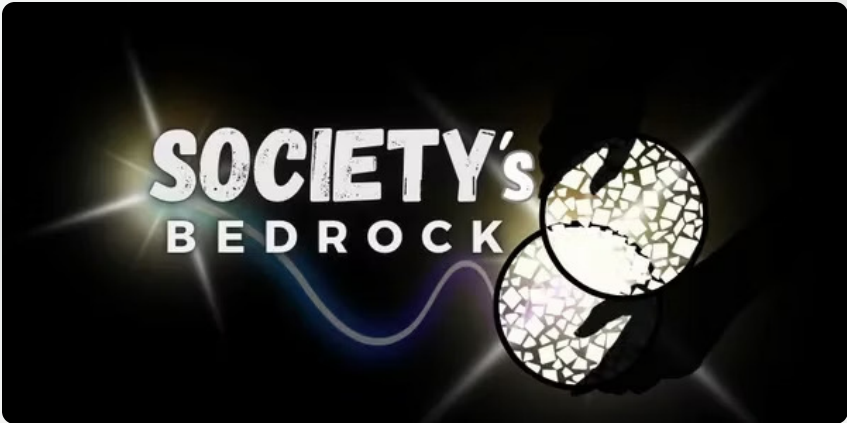
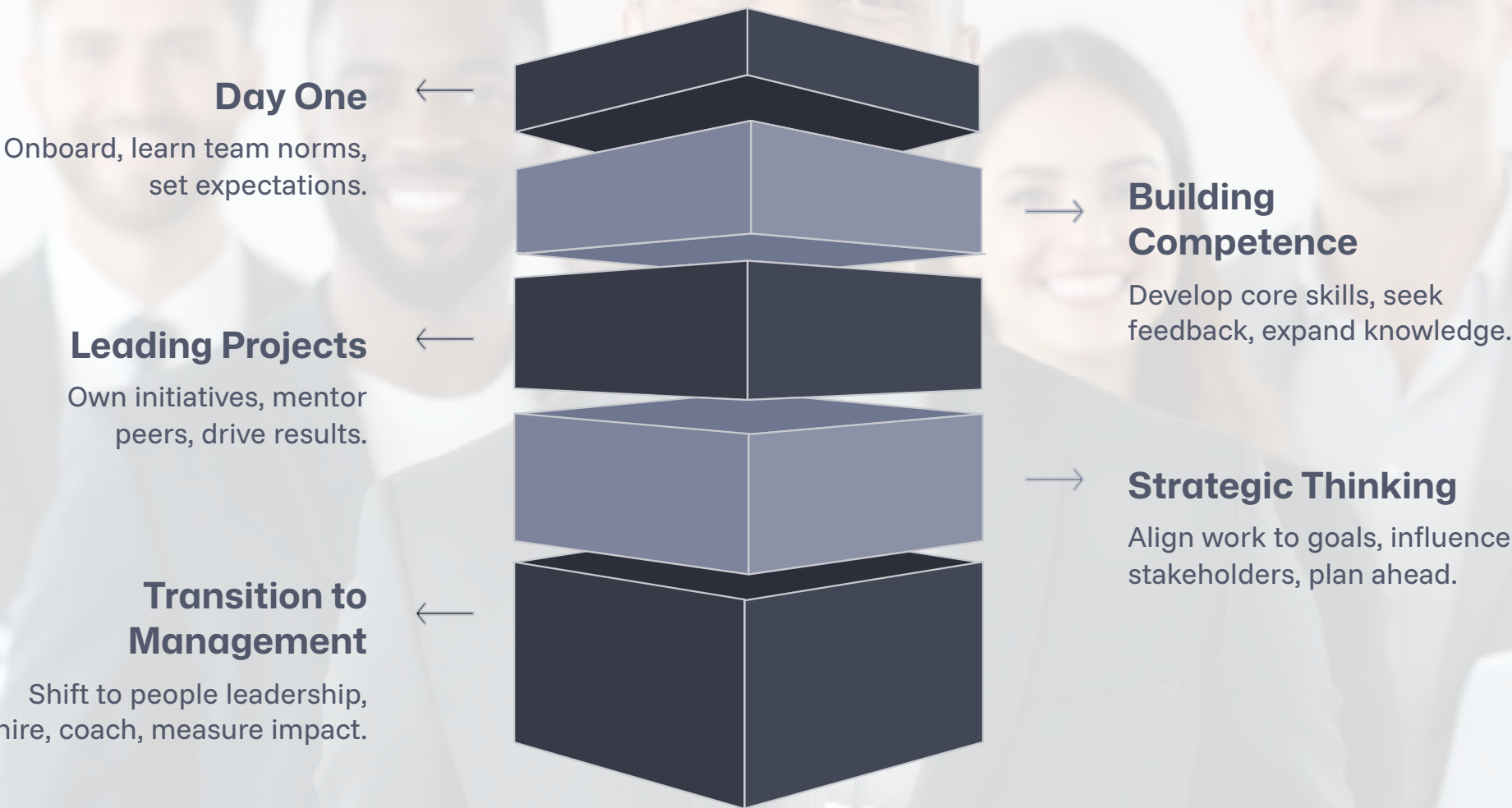




Early Professional Career SWAG Success Guide

From Day One to Management: A Comprehensive Workbook for New Professionals

The New Employee Journey



Introduction

This guide is designed specifically for professionals with 3-6 years of experience — who want more confidence and direction in their career. Let's be honest, you cannot count on your manager or a job to give you purpose... That's your job. Continue with us and we're going to master everything from workplace transitions and compensation negotiations to stress management and professional development. Let's get you SWAG'd up!

01

BEDROCK Building

Master workplace transitions, communication, and professional presence

02

CAREER Growth

Learn compensation strategies, performance evaluations, and growth tactics

03

UPSKILLING Now

Develop management skills, relationship building, and strategic thinking

SWAG = Purpose

The "Yes" Strategy

When you start a new job or even lose your manager, volunteer immediately for orphaned projects and additional responsibilities. This is your chance to show them what you got 👍 .

Proactive Communication

Step up in team meetings, communicate with upper management, and document everything you take on during transitions.

Relationship Building

Schedule one-on-ones with interim leadership and offer support during transition planning to position yourself strategically.

First Meeting Script: "Hi [Name], I wanted to introduce myself and offer my support during this transition. I've work with XXXXX and I'm excited to bring those skills here. Since starting, I've been working on [X, Y, Z projects] and would love to brief you on their status. I'm also happy to take on additional responsibilities where needed."

Update your weekly report within 24 hours: list current projects, identify urgent items, schedule meetings with interim management, and volunteer for 2-3 additional responsibilities.

Navigating Workplace Transitions

The "Yes" Strategy

When you start a new job or even lose your manager, volunteer immediately for orphaned projects and additional responsibilities. This is your chance to show them what you got 👍 .

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Relationship Building

Schedule one-on-ones with supervisor, leadership and offer support during transition planning to position yourself strategically.

First Meeting Script: "Hi [Name], I wanted to introduce myself and offer my support during this transition. I've been working on [X, Y, Z projects] and would love to brief you on their status. I'm also happy to take on additional responsibilities where needed."

Complete your transition action plan within 24 hours: list current projects, identify urgent items, schedule meetings with interim management, and volunteer for 2-3 additional responsibilities.

Compensation and Career Advancement

The STAR Method for Raise Requests



✓ **Pro Tip:** Never ask for a raise based on tenure or personal needs. Always focus on value delivered to the organization.

Follow a strategic three-phase approach: spend 2-3 weeks preparing documentation and market research, make your formal request with specific examples, and follow up with a summary email containing key points and supporting data.

Technology for Stress Management and Productivity



AI Integration

Use ChatGPT/Claude for email drafting and project planning, Grammarly for writing enhancement, and Zapier for workflow automation to save hours weekly.



CRM Mastery

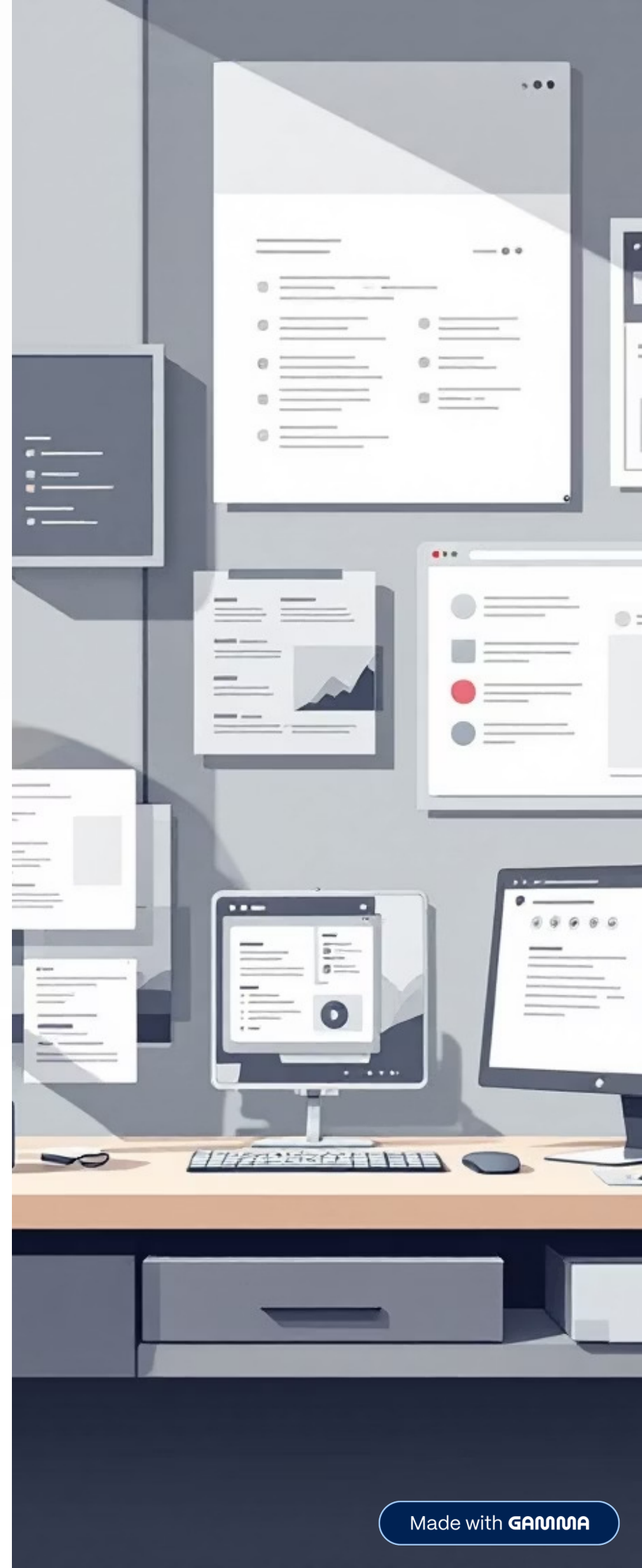
Track every client interaction within 2 hours. If it's not in the CRM, it didn't happen. Log communications, update lead status, and set follow-up reminders immediately.



Digital Organization

Implement weekly digital cleanup routines: clean desktop, archive project folders, update CRM interactions, and organize email folders for maximum efficiency.

AI Email Template Prompt: "Create a professional email to follow up on [project] with [stakeholder], mentioning [key points] and requesting [specific action]."



Email Management and Etiquette



The 4 D's Method

- Delete:** Not relevant or actionable
- Delegate:** Forward to appropriate person
- Do:** Takes less than 2 minutes
- Defer:** Schedule for later action



Professional Subject Lines

- Action Required:** [Specific deadline]
- FYI:** [Brief summary]
- Request:** [What you need by when]
- Update:** [Project name - status]



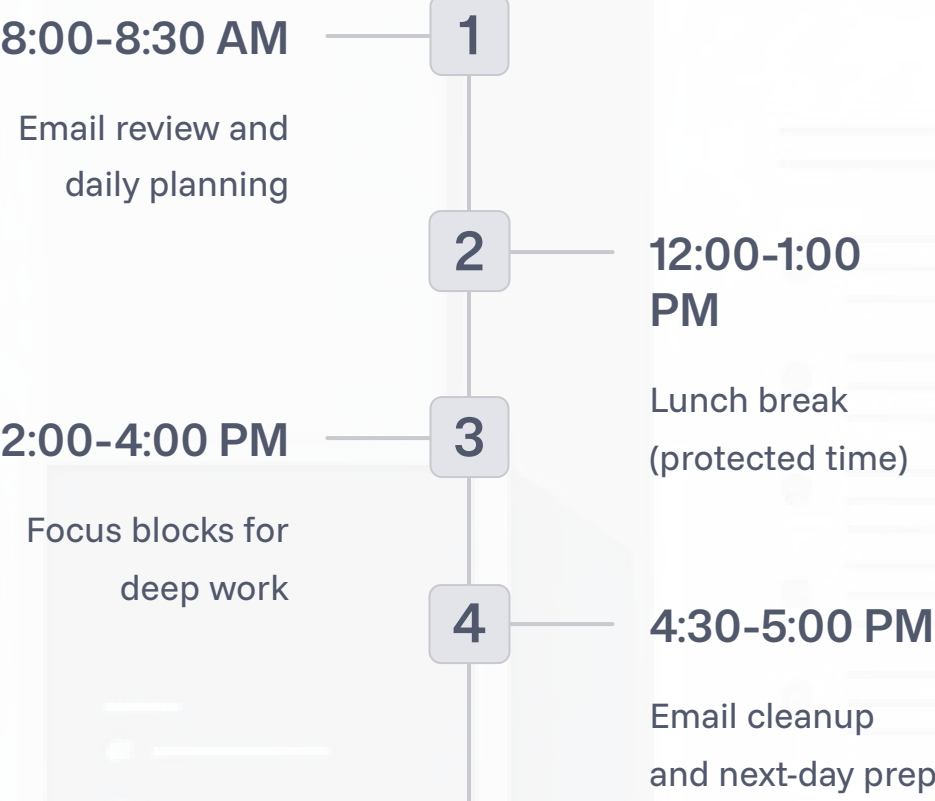
Daily Inbox Routine

- Morning (15 mins):** Process overnight emails
- Midday (10 mins):** Quick scan and respond
- End of day (20 mins):** Clear inbox completely

Communication Method	Best Used For
Email	Documentation, non-urgent items, & multiple recipients
Phone	Urgent matters, complex discussions, & relationship building
In-person	Sensitive topics, brainstorming, & team building
Slack, etc.	Status updates, quick questions, & recognition

Calendar Management & Time Blocking

Essential Daily Time Blocks



Calendar Sharing Best Practices

- ✓

Share Access With:

 - Direct supervisor
 - Team members
 - Project team leads (view only)
- ✗

Don't Share With:

 - All colleagues unless compay policy
 - External contacts
 - Anyone without scheduling needs



Boss Communication and Reporting

- 1

Accomplishments This Week

List 3 specific achievements with measurable impact and business value (5 minutes)
- 2

Current Projects & Status

Update on all active work with specific dates and support needs (10 minutes)
- 3

Concerns & Roadblocks

Identify issues with dates, impacts, and proposed solutions (10 minutes)
- 4

Questions & Development

Ask strategic questions and discuss growth opportunities (5 minutes)

The 3 C's of Boss Communication:

Be **Clear** with specific metrics and dates, **Concise** to respect their time, and **Complete** with context and next steps.

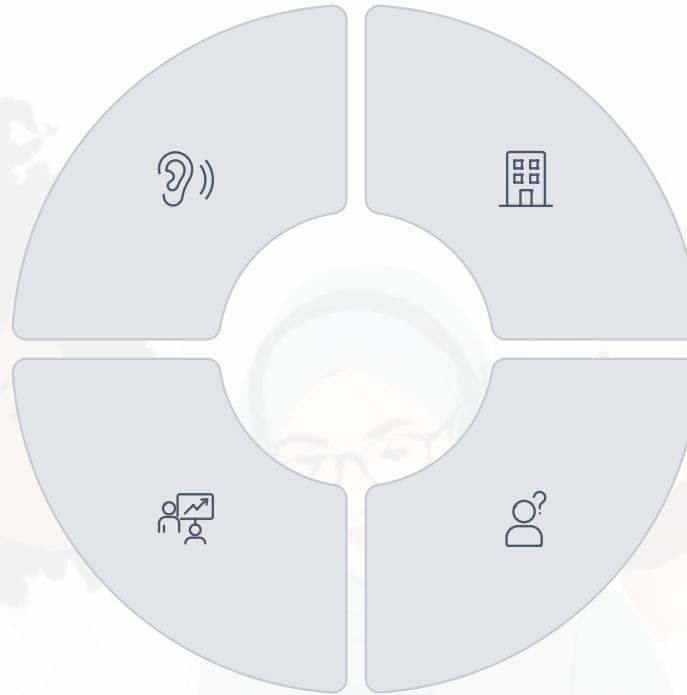
Send your meeting agenda 24 hours in advance and prepare thoughtful questions that demonstrate strategic thinking and professional growth mindset.

Implement weekly check-in for calendar reviews and to block focus time for major projects, schedule buffer time between meetings, set deadline reminders, prioritization, and protect personal time like lunch breaks.

Meeting and Communication Excellence

Listen First

Understand full context before contributing to discussions



Build on Ideas

"Building on what Sarah said..." adds value without repeating

Summarize When Helpful

"So it sounds like we're saying..." provides clarity

Ask Clarifying Questions

"Could you help me understand..." shows engagement

The WAIT Principle

Why Am I Talking?

- Does this add value?
- Am I repeating someone else?
- Is this the right time and audience?

Use the Cornell Method for note-taking: divide your page into notes, questions/actions, and summary sections. Practice the FAST method for learning new tasks: Frequent practice, Accurate feedback, Small chunks, and Time-boxed sessions.

Difficult Relationship Management



The Micromanager

Set clear expectations, provide frequent proactive updates, document agreements in writing, and gradually build trust through consistency.



The Credit Stealer

Document contributions via email, copy stakeholders on updates, speak up diplomatically, and build independent leadership relationships.



The Passive-Aggressive

Address issues directly and privately, put agreements in writing, stay professional and fact-based, don't take it personally.

De-escalation Script: "I can see this is important to you. Help me understand your main concern so we can work together on a solution."

When dealing with difficult supervisors, document everything, manage up strategically by understanding their priorities, and involve HR only for harassment, discrimination, unethical behavior, or policy violations.

Career Documentation and Growth

30%

Time Reduction

Quantify efficiency improvements in your achievements

25%

Growth Impact

Measure retention, revenue, or process improvements

15

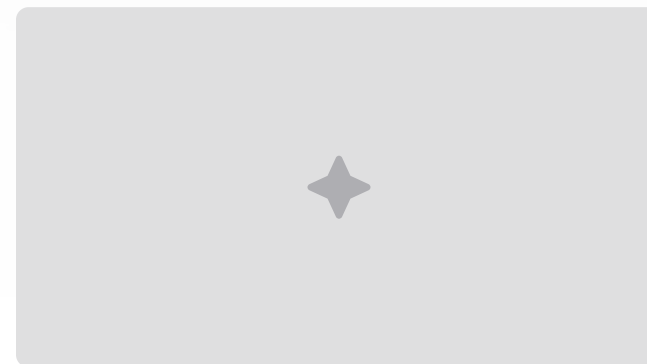
Team Size

Document leadership and collaboration scope

Achievement Documentation Formula

Action Verb + What You Did + For Whom + Result/Impact

- "Managed client onboarding process for 15 new accounts, reducing setup time by 30%"
- "Developed training materials for new hires, improving retention rate by 25%"
- "Led cross-functional project team of 6 people, delivering project 2 weeks ahead of schedule"



Monthly Resume Updates

- Add new responsibilities as assigned
- Update accomplishments with metrics
- Include completed projects and outcomes
- Add new skills and certifications

Build your personal brand internally by volunteering for visible projects, sharing expertise in meetings, mentoring newer employees, and contributing to company communications. Update your job description when taking on responsibilities for 3+ months or when new duties require 20%+ of your time.



Next Steps

Would you like to the comprehensive SWAG Guide? You'll get more insight and examples from Anton's experience in the nonprofit, corporate world, and with his clients. You a purchase it at societysbedrock.com.

Feeling Stuck in Your First Weeks at Work?

You don't have to figure it out alone. Sign-up for Upskilling Coaching!

- ✓ One coaching session – \$50
- ✓ 5 sessions/month – \$199

Take the assessment. Build confidence. Gain required skills. Navigate challenges. Accelerate your growth.

✉ Contact **Anton Timms**

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