

# **5 Actions to Elevate Your Professional Success**

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# Hi, I'm Irina

I help professionals like you to have better work adventures.

Do you want to accelerate the progress toward your professional goal(s)?

Do you want a new job or a new career?

Do you want to become better in your current profession?

Regardless of your goal – big or small, internal or external, easy or hard – these tips will help you get closer to it.

## 1. Assess Yourself

It all starts with you! Before going any further, stop and make sure you have a realistic perspective of who you are and what is interesting to you. To be more efficient with your career goals, spend time upfront to understand what comes easy to you and what blind spot you might have.

- ☐ List your top 3 strengths (things you know you are good at; things for which we received positive feedback in the past) and 3 development areas (things that you want to become better at).
- ☐ Identify 10+ people who know you reasonably well and ask them: “What is one thing I am good at and what is one thing I can become better at?” You can ask them in person, or call, email, or text them – you can even make a survey via Google Forms.

## 2. Have Milestones

Break your professional goal into smaller actions and put a timeline for each. This will clarify and simplify what you have to do.

- ☐ Anchor your main professional goal into a concrete future date (Month & Year)
- ☐ List the main milestones that need to happen in order to accomplish that goal (you don't need to know all the details, just the main milestones)
- ☐ Decide which of the milestones can happen in parallel and which depends on a previous milestone to be accomplished.
- ☐ When do you want to accomplish the first action? Commit to it! Do it now.

## 3. Tell Somebody – Anybody

Declaring your goal is a great booster and will help you stay accountable! Now that you have the main goals and the milestones tell others about them.

- ☐ Tell friends, family, or colleagues what you want to accomplish. Research shows that sharing your goals with others significantly increases the likelihood of achieving them.
- ☐ Tell to yourself. Write down your professional goals. It can be in an electronic format or on paper (or both). Make sure the list is in a visible place.

## 4. Nurture and Expand Your Network

There is a lot of value in your current and future network!

- ☐ Connect with at least an old acquaintance and create at least one new connection every month.
- ☐ Reflect on what value you can bring to your network (without asking anything in return, at least with the first interaction).
- ☐ What can you share about yourself during these interactions? Anything fun, personal, or interesting that will make you memorable?

## 5. Celebrate Successes

Don't wait until the big goal is accomplished before you celebrate some of the successes along the way. Being aware of the progress will give you the energy (and dopamine) to keep going!

- ☐ Make sure you celebrate each of the milestones and even the smaller actions. The celebration doesn't have to be something grandiose (but it can be if you want!). It could be small things, like a burst of joy inside your room, buying something nice or tasty for yourself, or simply taking a few moments to smile.
- ☐ Once you accomplish your main goal, allow yourself to recognize the hard work you put into the journey. Enjoy the moment!

If you follow at least some of those tips, you will start making faster progress toward your professional goals, as many of my clients have already done. Read their stories [here](#) and [here](#).

## Bonus

If you want to bring more focus and clarity to your professional journey, read this article about [How to Find, Define, and Use Your Values](#).

*I am a coach, speaker, trainer, and consultant who supports professionals have better work adventures. In the past two decades, I have coached hundreds of C-suite executives, leaders, and entrepreneurs across various industries. I am writing for Harvard Business Review and teach at Purdue University. I am an ICF certified coach. Lean more [about me](#).*