

Optimizing Hybrid Careers

With hybrid work a potential constant in our future careers (depending on industry), how can organizations and the people behind their brands optimize career development strategies with a mission-driven focus?

Check out these seven suggestions.

1.) Journal your Role Expectations and Weekly Accomplishments.

- a. You were hired for a reason. There is a list of job responsibilities that you will be accountable for - write these down.
- b. At the end of each work week, read each responsibility, identify the tasks you completed this week, list the specific accomplishment(s) and whether you enjoyed completing the task.
- c. Tracking your responsibilities, accomplishments and fulfillment levels can help you recognize a career path where you will bring your best energy to the role, leading to a driving force behind the organization's mission.

2.) Set up Weekly One-on-One Meetings with your Direct Manager.

- a. In the initial one-on-one meeting with your direct manager set the groundwork for role expectations, communication efforts, your role/team's impact in the organization's mission and what true success looks like for your role.
- b. Follow up one-on-one meetings can:
 - i. Identify workload priorities.
 - ii. Revisit your role's expectations and determine if they are being met.
 - iii. Walk-through your weekly accomplishments and energy levels as completed.
- c. Whenever possible, VIDEO ON in your remote meetings. There is a need for proximity to and empathy of others in successful organizations. With a lack of physical presence, an emotional connection can be created with the Video On. Without this proximity nor emotional connection, we can prioritize our own interests over other people in turn creating a selfish, less effective work environment.

3.) New to the organization? Create a 30-60-90 Day Plan

- a. With the enhanced knowledge of your role expectations and what success looks like, create a 30-60-90 Day Plan that incorporates:
 - i. Your focus for each month.
 - ii. Your priorities for each month.
 - iii. Your specific learning goals, with metrics, for each month (start with 3).
 - iv. Your specific performance goals, with metrics, for each month (start with 3).
 - v. Your specific personal goals, with metrics, for each month (start with 3).

- b. Bring this document to the attention of your manager and ask your manager if he/she would be your accountability partner in your career vision.

4.) Revisit the Four Quadrant Exercise Monthly with your Manager.

- a. Each month identify areas where you enjoy your work, where you are successful, and what learning opportunities are in front of you. On the other side, acknowledge areas where you are skillful but do not particularly care to complete more of this work, or where you are not particularly skillful and again do not care to learn more.
- b. Highlight this self-reflection practice with your direct manager each month.
- c. Download the Four Quadrant Exercise under the Resources section on Mindful Career Path's website:
 - i. <https://mindfulcareerpath.com/resources>

5.) Get to Know your Team Members.

- a. Set up weekly one-on-one 15-minute chats with your team members (one team member a week).
- b. Discussion topics can include current work efforts, learning endeavors, networking opportunities and career aspirations.
- c. When you get to know your team member on a personal level (conversations about kids, family, local sports teams, etc.) this can promote an emotional connection.

6.) Regular Communication with the Extension of your Team.

- a. Do you see the bigger picture of why you are responsible for your role? How does your role impact the overall mission of the organization? What is the extension of your role? How do your responsibilities and work/project results impact other departments?
 - i. For example, if the product you work on in your finance role, is also impacted by real estate, legal and portfolio management decisions, take the time to learn those extensions.
- b. Set up quarterly conversations with the extension of your role. In the previous example, consider setting up a quarterly meeting with a member of the Real Estate team, then the Legal team, then the Portfolio Management team, and so forth. Gain insight into the bigger picture of why you are doing what you are doing.

7.) Attend or Create the 'Give a Shout-Out to your Team/Get to Know your Team' Remote Events.

- a. If offered, attend the remote team building events.
- b. If not currently offered, consider a proactive approach in creating an engaging team building event.
- c. Consider the networking opportunities and emotional connection built through these engagements.

Capitalize on these seven suggested effective remote work strategies. Remember, there are chances to thrive and bring your best self to work be that in an office location, remote or hybrid opportunity. We exist in our lifetime with unlimited potential – how will you choose to make the most of it?