



International Association of  
Administrative Professionals®

# *Professionally Speaking...*

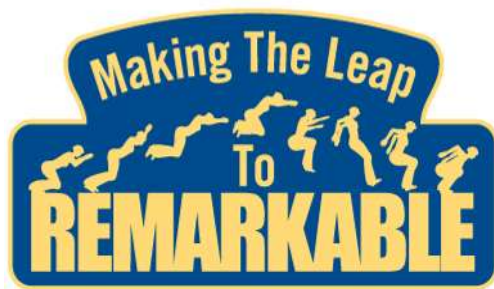
*The newsletter of Ontario Division  
International Association of Administrative Professionals (IAAP)*

*January 2012*

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IAAP 2011-2012

# Remarkable...



## *Commitment to Analysis and Feedback...*

### *Measure #3 – Data-Driven Strategies*

#### BACKGROUND INFORMATION...

The *7 Measures of Success* book indicates that the phrase “Data, data, data” “sets remarkable associations apart from their counterparts. They gather information, analyze it, and then use it to become even better. Research—whether quantitative or qualitative, formal or anecdotal—is always put to use, not put on the shelf.” The “data-driven strategies, refers to a continuous loop that remarkable associations tend to exhibit” regarding information they gather and analyze in order to learn what’s happening within their association and then to put strategies in place in response to the data so they may continually improve the association.

“The staff and leaders at remarkable associations are constantly listening to members and share the information they glean from those contacts.”

#### POSSIBLE QUESTIONS TO CONSIDER...

- What channels do you gather information through? What type of information do you collect? What happens to the information collected? How is it recorded, shared, analyzed? How and to whom does it get communicated?

***We appreciate the enthusiasm and willingness of Adèle Conn, CAP, 2011-2012 President, IAAP Ottawa Chapter, to share the following detail regarding their approach to gathering data and how it is used to improve the processes followed by Ottawa Chapter for the benefit of all their members. In Adèle’s words...***

The IAAP Ottawa Chapter has asked its members to complete a survey each year for the last several years. We have improved the questions and the way we ask the questions based on the results from the previous year.

The reason for the survey is to ensure that we are meeting the needs and preferences of our members. As with all Chapters, the Ottawa Chapter has a mix of seasoned and new members and all of our members are important to us. We focus on the needs of all of our members.

The results of the survey are reviewed by the Board and used in our planning process. Suggestions and ideas that can be implemented are implemented, either in the current year or in the following year. These are added to the Chapter’s Business Plan. The Business Plan is shared with Chapter members once it has been approved by the Board.

In past years, the survey feedback came in a little late which meant that some ideas could not be implemented. This year, the Board reviewed and approved a draft survey at our Board Planning Session in August and invited our members to complete the survey after our first Chapter meeting in September.

The questions are based on the IAAP mission: “Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”

We focus the questions on education at our Chapter meetings, events in the community and assisting members interested in improving their leadership skills.

The results of the questions we ask inform the Board of what topics our members are interested in; whether the facility we use works for the majority of our members; if there are things we should be doing that we are not; who would be interested in a leadership role; ideas for social events and fundraising for the Chapter; how we can help them achieve their certification; whether members will renew or not; areas for improvement, etc.

It is difficult to share the feedback with our members. The survey is completed with the promise of anonymity. In a smaller group, the responses can sometimes be easily attributed to a particular member.

When an item is implemented, we mention at our Chapter meetings or in our emails to members that it was implemented as part of the feedback from the survey. This encourages members to complete the survey when required.

Of course, we never discourage input. At each of our Chapter meetings, we encourage members to email any member of the Board with their ideas.

One thing the survey communicated clearly is that some of the topics that have already been presented at Chapter meetings are of interest to newer members. The challenge is to find another guest speaker who can address the same topic in order to keep it interesting for seasoned members as well as new members.

The survey allows all members a forum where they can comfortably add their input without concern. Whether the member is a seasoned member or a new member, all can make their comments and be heard.

The feedback process doesn't end there. We also provide Speaker Evaluation Forms at all of our Chapter meetings. The completed Speaker Evaluation forms are tallied and the results are sent to the guest speaker. These results help the guest speakers in recognizing areas for improvement and assist the Chapter Board in recognizing whether we are covering the topics our members are interested in and providing guest speakers that our members appreciate.

If you are considering a member survey, consider using **Survey Monkey (www.surveymonkey.com)**. As long as you keep your questions to less than 10, it is free to use. There is a fee to print out your results or to create a report; however, you can recreate the results in an Excel spreadsheet by copying and pasting. This year's questions are below, for your information.

If the IAAP Ottawa Chapter can be of assistance, please contact us at [president@iaap-ottawa.org](mailto:president@iaap-ottawa.org).



***This year's Ottawa survey contained 10 questions:***

***Question 1:***

With respect to Chapter Meetings, choose all that apply:

- The day of the week fits my schedule.
- The time of day fits my schedule.
- The location is convenient.
- Like having dinner rather than just an educational component.
- I would like to see more IAAP business conducted at the meetings.
- To better serve you, please provide your comments on those that do not apply.

***Question 2:***

What could we do to encourage your attendance at Chapter Meetings?

***Question 3:***

Are you interested in taking on a leadership or a committee role within the chapter?

Yes/No

If yes, please contact our Nominations Chair at [nominations@iaap-ottawa.org](mailto:nominations@iaap-ottawa.org).

***Question 4:***

Do you have suggestions for guest speakers or for "dessert topics"?

Yes/No

If yes, please specify topic or guest speaker.

***Question 5:***

Do you have suggestions for social events?

Yes/No

If yes, please specify.

***Question 6:***

Do you have fundraising suggestions for the Chapter?

Yes/No

If yes, please specify.

***Question 7:***

Are you interested in certification?

Yes/No

Why or why not?

***Question 8:***

Do you feel you are getting the most out of the opportunities provided by your membership?

Yes/No

Why or why not?

***Question 9:***

Do you plan to renew your membership?

Yes/No

If not, please state the reason.

***Question 10:***

Are there aspects of the Ottawa Chapter that you think need improvement? If so, please explain.

*Editor's note: Many thanks to Ottawa Chapter for sharing their detail.*



Sample Event Evaluation Form used by Ontario Division...responses are used to improve future Ontario Division Events.

✓✓✓

**The 7 Measures of Success**

1. Customer Service Culture
2. Alignment of Products and Services with the Mission
3. Data-Driven Strategies
4. Dialogue and Engagement
5. CEO as Broker of Ideas
6. Organizational Adaptability
7. Alliance Building



**Event Evaluation**  
**IAAP – Ontario Division Education Forum – October 2011**

*Please rate the characteristics of this presentation on the scale indicated*

	Unacceptable	Fair	Good	Very Good	Excellent	Outstanding	Not Applicable
	1	2	3	4	5	6	7
<b>Becoming Technologically Savvy</b>							
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount/complexity of information was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The 5 C's of Change</b>							
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Friday evening networking</b>							
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional fun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>							
Location/food/set up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar relevance to your employment/employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how would you rate this year's ODEF?							
Do you have any suggestions for other Speakers or Topics you would like to see at future division events?							
Thank you for your feedback!							

**Calling all Ontario Division Chapter Leaders and Members**



Send us your input by February 15 regarding what actions you and/or your chapter are taking on the "Making the Leap to Remarkable" front in the area of **Commitment to Analysis and Feedback – 4. Dialogue and Engagement**. We'd be delighted to hear about your personal efforts, as well as those within your chapter, in working towards attaining these goals.

If you'd like to review the concepts of this measure in the quest for becoming remarkable, including the background and possible questions, check out Ontario Division's September 2011 edition of *Professionally Speaking...*

I look forward to receiving your submissions at [pattayloriaap@hotmail.com](mailto:pattayloriaap@hotmail.com)

# CDC 2012 ADVANCE INFO FOR ONTARIO DIVISION DELEGATES

As you're aware, our CDC event rotates between Ontario, Western Canada, and Eastern Canada. When we meet from June 6 to 9, 2012 in Kitchener/Waterloo, one item of business will be to receive bids from any Eastern Canada Division Chapters that wish to host the 2014 CDC event. Delegates are reminded that should more than one bid be presented voting will be required to determine which bidder will be selected as Host Chapter. Delegates need to be prepared to vote on behalf of their Chapter. While we may not know prior to the Conference which chapters may bid to host in 2014, you may wish to know what the possibilities could be. Our current IAAP Eastern Canada Division Chapters include: Moncton (NB) Chapter, East Coast Admin (NF and Labrador) Chapter, Halifax-Dartmouth (NS) Chapter, and Evangeline (NS) Chapter. If you need to brush up on your East Coast geography in advance, check out maps on the Internet.



**2012 Canada Divisions' Conference**  
June 7 - 9, 2012  
Delta Kitchener



**CDC 2012**

Early Bird Registration Discount Deadline is March 15.

Registration package available on Canada District egroups at [www.iaap-hq.org](http://www.iaap-hq.org)

For your Chapter's advance planning, here's our issue outline for *Professionally Speaking...* for the balance of year.



February 2012 issue (input due by February 15)...  
Commitment to Analysis and Feedback –  
4. Dialogue and Engagement.

March 2012 issue (input due by March 15)...  
Commitment to Analysis and Feedback –  
5. CEO as a Broker of Ideas.

April 2012 issue (input due by April 15)...  
Commitment to Action –  
6. Organizational Adaptability.

May 2012 issue (input due by May 15)...  
Commitment to Action –  
7. Alliance Building.

June 2012 issue (input due by June 15)...  
Summary and "Remarkable" Celebration.



## Chapter of Excellence - Clarification on Criteria #8

Recently, I was asked a question about clarification on the member totals used for calculations within Criteria #8, which deals with the number of members required to attain their Member of Excellence status. I'm pleased to share the detail here so that all of our Chapters have the correct information as they work towards attaining Chapter of Excellence status.

Criteria #8 requires that "As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence."

This means that Headquarters will use the number of members in your chapter as of June 30, 2012 to calculate the 7% requirement of members attaining their Member of Excellence.

In preparation then, Chapter Presidents and Executive will have to "guesstimate" that number for now. You are encouraged to look at your member total around April and determine at that time whether you anticipate having additional members join between then and the end of June. If so, then you will need to round up your projected member total.

For example, a chapter with 34 members in April 2012, looking at 7% of 34 (which is 2.38), would at that time need to have at least 3 members attain their Member of Excellence status in order to complete criteria #8 in the Chapter of Excellence—as long as their membership doesn't increase before the end of the year. So if membership is expected to increase, you will need to project an increase in the number of Members of Excellence required. In this case, perhaps needing 5 rather than 3 would be a good guess.

But of course the goal is for all chapter members to qualify for Member of Excellence status, and so if all members attain that status, the 7% becomes redundant (I say with a big smile on my face).

... *Melanie Lambert, President-Elect, Ontario Division*

### RTF – R&E Foundation Fundraising

Thank you to all members who contributed to the **Snowbabies "Pony Up"** figurine fundraiser donated by Horseshoe Falls Chapter. The draw was made at our December Meeting. **And the winner is...**

...drum roll, please...



#### **Cathy Wise, Horseshoe Falls Chapter**

That's right, *Lucky Cathy Wise*, who had previously entered the draw, decided to do so again at the meeting break before the draw. In fact, she even mentioned to Paula Ransom, who was doing the same, that Paula should save her money as Cathy was planning to win it. When the draw was about to be made, since Paula said "You'd better not draw Cathy's name, or I'll be very upset," we actually had Paula select the winner. And you should have heard the laughter when we saw the look on Paula's face as she opened the paper and read Cathy's name!

Thanks for your support everyone!

### Welcome to IAAP's New Executive Director



Gerald J. "Jay" Donohue, Jr.,  
CAE, CMP

# Top 10 New Year's Resolutions for Business Success

## Improve Your Work-Life Balance With These New Year's Resolutions

By Susan Ward, *About.com Guide*

The end of the year is a good time to reflect on your business's progress over the past year and plan how you want your business to develop. Do you want increased success in the coming year or the chance to enjoy the success you've achieved more? These top 10 New Year's resolutions are designed to help you strike a better work-life balance, so you can achieve a truly satisfying success in the New Year.

### 1) Learn how to delegate and do more of it.

There are so many things to do when you're running a small business, it's easy to delude ourselves that we need to do all of them. Then we wonder why we're so tired and frazzled and have no time to do anything else! Determine Your Personal Return on Investment, and decide to let someone else do some of the tasks for a change. Delegation is the key to a healthy work-life balance.

### 2) Promote your business regularly and consistently.

Too often the task of promoting a small business slips to the bottom of the to-do list in the press of urgent tasks. If you want to attract new customers, you have to make promotion a priority. Make a New Year's resolution to hire a marketing expert, or take the time to create a marketing plan on your own and follow through. Try some of these Low-Cost Ways to Promote Your Business to get started.

### 3) Make business planning a weekly event.

Planning is vital if you want a healthy, growing business. Business planning lets you take stock of what worked and what didn't work, and helps you set new directions or adjust old goals. So why do it just once a year or once a quarter? Set aside time each week to review, adjust, and look forward - or even better, make business planning a part of each day. Not only will this help you avoid costly mistakes and stay on track, but you'll feel more focused and relaxed.

### 4) Learn something new.

What you choose to learn may be directly related to your business (as are the four free courses I offer on this website) or completely unrelated. Learning something new will add to your skills and add a new dimension of interest to your life - another important part of achieving a healthy work-life balance. Depending on how you choose to learn, you may meet new and interesting people, who may become customers, colleagues, or friends. How will you find the time to learn something new? By delegating, remember?

### 5) Join a new business organization or networking group.

There's nothing like talking to other business people for sparking new ideas, refining old ones, and making contacts. Whether it's a group specifically designed for networking or an organization dedicated to a particular type of business, in person or over the 'Net, making the effort to be a part of a group will revitalize you and your business.

### 6) Give something back to your community.

There are all kinds of worthy organizations that make a difference in your community. Make a New Year's resolution to find a cause that matters to you, and give what you can. Make this the year that you serve on a committee, be a mentor, volunteer, or make regular donations to the groups in your community that try to make the place you live a better place. And those that give get. As I say in *Top 10 Ways to Get Known*, nothing will seed and grow goodwill for you and your business better.

### 7) Put time for you on your calendar.

In *Schedule Time for You*, I point out how important it is to take the time to recharge and refresh yourself; a healthy work-life balance demands time out. All work and no play is a recipe for mental and physical disaster. So if you have trouble freeing up time to do the things you enjoy, write time regularly into your schedule to "meet with yourself" and stick to that commitment. If you won't invest in yourself, who will?

### 8) Set realistic goals.

Goal setting is a valuable habit - if the goals lead to success rather than distress. Make a New Year's resolution that the goals you set will be goals that are achievable, rather than unrealistic pipe dreams that are so far out of reach they only lead to frustration. If you have trouble setting realistic goals, see *Goal Setting Is the First Step to Achievement* for a formula to help.

### 9) Don't make do; get a new one.

Is there a piece of equipment in your office that's interfering with your success or something that you lack that's making your working life harder? Whether it's an old fax machine that's a pain to use, or the need for a new employee to lighten your work load, make a New Year's resolution to stop putting off getting what you need. The irritation of making do just isn't worth it. You'll find information on both office equipment and business software in the *Running Your Office* section of this site.

### 10) Drop what's not working for you and move on.

All products aren't going to be super sellers, all sales methods aren't going to work for everyone, and all suppliers or contractors aren't going to be ideally suited to your business. If a technique or a product or a business relationship isn't working for you, stop using it. Don't invest a lot of energy into trying to make the unworkable workable. Move on. Something better will turn up.

Achieving a healthy work-life balance is like maintaining a good relationship; you have to keep working on it. But if you apply these New Year's resolutions throughout the year, your success is guaranteed!

## Message from Canada District Director

Lina M. Veglia, International Director, Canada District



### Make your resolution to be **REMARKABLE!**

10, 9, 8, 7, 6, 5 .... And just like that 2011 is over and gone!

Happy New Year! Each New Year brings new hope and great expectations. We reflect on the past and look forward to the future.

A New Year is always a great way for people to realize there is time for change or new beginnings and time to look ahead without regrets of where you've been. Although change is difficult sometimes, it can be very rewarding. ... (more) ...

*This is just the start...see Lina's complete January message, and other items of interest to Canada District Members, on the Canada District egroups section of the IAAP International website at [www.iaap-hq.org](http://www.iaap-hq.org).*

## Five tips to make 2012 a really great year

Flannery Dean Thu Dec 29 2011

[http://www.chatelaine.com/en/blog/chatelaine\\_daily](http://www.chatelaine.com/en/blog/chatelaine_daily)

A New Year brings with it renewed hope and greater enthusiasm for making positive changes in our lives. So take a big inhalation of that intoxicating New Year smell and formulate a plan for putting all that good energy to work. Here are five tips for making the most of 2012.

### 1. Take the phrase 'onward and upward' to heart

Bummed about a detour in your career path or the dismal state of your love life? Join the club, sister. The pity party ends December 31 at midnight because brooding on the past is a waste of the present. The only way to get out of an emotional slump is to start swinging, says Dr. John Izzo author of *Stepping Up: How Taking Responsibility Changes Everything*.

His advice for the New Year: "Choose not to be a victim and refuse to focus on all the reasons why you can't change."

### 2. Do something—anything

If you want to make 2012 memorable—and in a good way— "Do something—do anything that improves any situation in your life, in your workplace, or in the world. Don't play the blame and complain game," says Izzo. "Start small. In your personal life, identify one action that if you take it every day for the next thirty days it will start moving you towards what you want." For example, if you want to be a better person to others, decide you're going to "intervene and speak up if you see someone being bullied."

### 3. Make Sleep a Priority

Busy, busy, busy, we're all so busy that many of us are either too wired or too tired to sleep when it's time to hit the sack. That's got to change. Improve your physical and your mental health by making sleep a priority. This is never truer than when you're going through a tough time. One recent study found the deep sleep that characterizes the dream state has the power to heal emotional distress. Tips for getting a good sleep: Eat a lighter meal at night, avoid an intense workout before bed and don't text or watch TV at least an hour before you retire. Give your body and mind a chance to unwind before you hit the hay.

### 4. Practice breathing

This may sound like the goofiest advice you've heard all year, but you might be surprised at how a few minutes of conscious breathing can positively affect your state of mind, especially when you're stressed or anxious. The easiest way to calm down after a tough day at work or a painful exchange with a loved one—or even a nasty encounter with a jerk on public transit—is to sit quietly or lie down on your back and pay attention to your breath. *Yoga Journal* offers a handful of simple breathing exercises designed to relax body and mind. See them here.

### 5. Be happier: bail on sugar, bad fats and processed foods

Dropping that red velvet cupcake from the weekly treat rotation in order to feel happier sounds counter-intuitive, but maybe that's a sign that it's a good idea. A new diet book (via the Daily Mail) called *The Happiness Diet* argues that it's the excess sugar, bad fat and preservatives in processed food that are making us both miserable and fat. According to the authors, the key to mental health lies in eating a diet rich in vitamins and minerals that improve mood, such as magnesium and vitamin B12 in addition to 'good fats' such as olive oil and whole grains.



## ***What's "The 7 Measures of Success" Chapter Topic for our March Newsletter?***

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*March Newsletter Chapter Topic:*

### ***Commitment to Analysis and Feedback – 5. CEO as a Broker of Ideas***

#### BACKGROUND INFORMATION...

The book indicates the need for a leader to “not only understand the organization’s vision, but also be able to engage others in defining, refining, and responding to that vision and all it entails.” The ability for leaders “to facilitate visionary thinking throughout the organization” is paramount.

“To CEOs of remarkable associations, what matters is not their vision for the association but rather the members’ vision.” While it is the role of the CEO to create the organization’s vision, CEOs of remarkable associations gather “consensus around a member-generated vision rather than forcing buy-in into a personal vision.”

Remarkable associations have “transitioned away from an autocratic, controlling CEO,” having moved to CEOs who foster “a team or family environment” and who are “willing to listen to other’s ideas.” The book stresses, however, that “having the ability to listen and be open to others’ ideas isn’t enough.” “The CEO must also stimulate energy and engagement among and between staff and volunteers and must be willing to step aside at times to facilitate a discussion of ideas without dictating an outcome.”

In remarkable associations, “both elected leaders and staff think in terms of what is possible and enables things to happen rather than decreeing what will happen. Staff input is both welcomed and respected, with no apparent class distinctions giving more weight to some employees’ ideas over others’.”

#### POSSIBLE QUESTIONS TO CONSIDER...

- Review the tenure of current and past CEOs in your association. Can you find examples of ideas, new products or services, or initiatives that were generated by someone else? If so, how many were there? Did any of these initiatives receive institutional support in the form of time, money, and/or publicity? If so, how did the level of support compare to initiatives that originated with the CEO? How many of these proposals were ultimately implemented?
- On a daily, weekly, or monthly basis, determine how much time the CEO spends, outside his or her office and/or the association’s headquarters, listening to and interacting with various stakeholders. How much time does the CEO spend learning about the world beyond the borders of the association? How often does he or she present truly new material, in any forum, for review and discussion? A simple count of such events can be highly instructive.

If you have any input or comments to provide in this area, please submit detail to [pattayloriap@hotmail.com](mailto:pattayloriap@hotmail.com) no later than March 15.

Your involvement is sincerely appreciated!

## 5 Small Manageable Things You Can Do to Organize Your Home Office Right Now

By Susan Ward,  
About.com Guide

We can presume that the principles for organizing a home office would apply also to organizing our work office. Here are the five “small manageable things” recommended by Susan.

- 1) Pick three things and throw them out.
- 2) Weed one filing drawer.
- 3) Clear your bulletin or message board.
- 4) Organize one desk drawer.
- 5) Clear your desk top for a week.

To read Susan’s complete article and explanation of the five things listed, as well as additional organizational tips, head to:

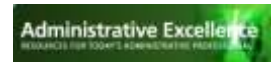
<http://sbinfocanada.about.com/od/smallofficehomeoffice/a/orghomeoffice.htm?nl=1>

## 25 Ways to Stay Employed

By Bruce L. Catcher, Ph.D.

American Management Association  
Administrative Excellence Winter  
Newsletter, January 17, 2012

AMA American Management Association



It's no secret: life is uncertain. Restructuring, downsizing, and mergers can force companies to layoff even excellent performers. Many employees live in a constant state of fear about losing their jobs. Our research in more than 80 organizations has shown that, on average, 1 out of 2 employees believe that they do not have a good future with their organization.

Staying employed involves more than just doing a good job. Here are 25 things you can do right now to tip the odds in your favor:

1. Focus on accomplishments
2. Volunteer for assignments
3. Provide value to your boss
4. Focus
5. Become a valued resource rather than a readily available commodity
6. Avoid becoming an expert in non-marketable arenas
7. Don't make enemies
8. Don't finger point
9. Be visible
10. Work on assignments that are core to the business
11. Stay ahead of the curve
12. Get involved in “sure thing projects”
13. Curry favour with your boss's boss
14. Recognize the signs
15. Network within the organization
16. Network outside the organization
17. Join professional associations
18. Keep in touch with recruiters
19. Continually develop your marketable skills
20. Keep in touch with former co-workers
21. Keep in touch with former bosses
22. Move to the tension with your boss
23. Start looking when you are assigned a new boss
24. Keep your resume current
25. Be ready and willing to abandon ship

### Conclusion

You never know. Through no fault of your own, today could be your last day at your current job. Don't be caught unprepared. Take stock of whether you are doing all of the 25 things outlined above to stay employed.

### About the Author(s)

**Bruce L. Catcher, Ph.D.** is an industrial/organizational psychologist and founder and president of Discovery Surveys, Inc. (<http://www.discoverysurveys.com/>) and the Center for Independent Consulting ([www.centerforindependentconsulting.com](http://www.centerforindependentconsulting.com/)). He is the author of *30 Reasons Employees Hate their Managers* (AMACOM) and, most recently, *An Insider's Guide to Building a Successful Consulting Practice* (AMACOM, 2010).

Read the complete article at:

[http://www.amanet.org/training/articles/25-Ways-to-Stay-Employed.aspx?pcode=XA9R&CMP=NLC-](http://www.amanet.org/training/articles/25-Ways-to-Stay-Employed.aspx?pcode=XA9R&CMP=NLC-AdminExcellence&wm_tag=email&spMailingID=3876513&spUserID=MTYzOTUxMjMzMTYS1&spJobID=119590433&spReportId=MTE5NTkwNDMzSO)

[AdminExcellence&wm\\_tag=email&spMailingID=3876513&spUserID=MTYzOTUxMjMzMTYS1&spJobID=119590433&spReportId=MTE5NTkwNDMzSO](http://www.amanet.org/training/articles/25-Ways-to-Stay-Employed.aspx?pcode=XA9R&CMP=NLC-AdminExcellence&wm_tag=email&spMailingID=3876513&spUserID=MTYzOTUxMjMzMTYS1&spJobID=119590433&spReportId=MTE5NTkwNDMzSO)