

Let Your Inner Star Shine

Are you letting your talents shine? If I were to ask your manager to tell me your top 3 strengths or your innate abilities, what would they say? A manager sees your "surface" performance, but what is beneath the surface that may never be revealed because:

- * your manager does not give you assignments that will show that talent
- * the "job" does not involve work around that talent
- * you are not assigned tasks or projects because no one knows you are capable of doing "that"

I've been doing extensive work with high-level executives, managers and HR. We have good discussions around what the "administrative function" should look like; what competencies are necessary; what the job should look like; the core skill sets needed in for any administrative professional and more.

We all agree that anywhere from 50 - 75% of the job requires core tasks, skills, attitudes, behaviors, functions, and traits. And the rest of the job will be designed or should be designed around that assistant's innate talents and abilities. The 50 - 75% is rather broad but that is because some organizations have numerous "corporate" requirements or protocol that the assistant must handle.

Regardless of your career choice, make sure that your innate talents and abilities are known to those around you or your colleagues so that they can leverage those talents and maximize them.

I have had several instances over the past 19 years of administrative assistants who attended a Series of my classes (like Star Achievement) where I noticed special areas they shine in class. I ended up asking them if they were interested in some side work to earn extra income that would utilize their talents (such as proofreading; writing; graphic design work). It was a win-win for both of us.

When I think about the 20 years of owning Office Dynamics and have had several assistants or other staff, I have always looked for their innate talent(s) and then push assignments, projects, or tasks their way. They do a great job because it is a part of their DNA and they get it done much faster than someone without that strong talent.

Your assignment for this week is to make sure that you let your talents be known to your immediate manager and even others in your organization. If necessary, create an assignment or something that will let your talent shine and is also useful to your manager or others.

Have a great week.