

3 Things That Could Save Your Job



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Job Performance is something that is constantly evaluated. There are certainly basic job performance criteria that must be looked at including: integrity, attendance, competency, job knowledge, productivity, communication skills, work quality, and working well with others. These are clearly important, **but** employers are also looking at other factors, especially for managers or those who are aspiring to be managers.

Be different, think strategically. Be willing to make the extra effort.

1

Be Open To And Adaptive To Change



You need to adapt and embrace change!

In today's economy companies must adapt and change on a regular basis. In order for a company to change the people that work at the company must change or the change will not occur. Routines and ways of doing things are created over years and sometimes decades and usually employees that have been around a long time don't want to change.

Not changing is very dangerous to employees at all levels. Many times its easier to replace a person who is reluctant, combative or fighting change than it is to try to get them to change.

You can hire a new person that only knows the new way of doing things and you don't have to worry about the existing employee not only fighting the change but causing problems throughout your organization with anyone they come in contact with.

Most people won't change unless they HAVE to and they'll fight it as long as they can. Be careful if you are one of these people. Learn to embrace change and improve your flexibility. While it may seem uncomfortable and a risk, the reality is that it is often more risky to do nothing.

2

You need to be coachable, teachable and have a desire to continuously learn.



Learning and taking on new skills is not a destination, it's a journey that doesn't end. While many people have the skills they learned doing their job along with what they learned in school, they haven't continually updated and upgraded their skills over the years.

"I have no special talent. I am only passionately curious"

- Albert Einstein

You should create a learning budget for yourself to increase your skills and abilities in your chosen field. A percentage of your net income should be allocated to learning new skills. If you only allocate 1% of your net income each year you should have a nice fund in which to invest in training and reading. Audio books are a great and affordable way to learn and take advantage of your commute time.

If you manage a team, encourage them to expand their knowledge base. Consider adding outside learning and self-development to their annual goals. Take advantage of vendor sponsored training. This can be a very inexpensive way to improve your team's skills.

Another way of getting great information is reading blogs and newsletters related to your industry or chosen field. Many times these are free or a small cost each month. You can also search articles online related to what you want to learn, often there are many free resources including video that you can tap into. The bottom line is you really have no excuse to not increase your skills every year.

3

Suggest new ways of doing business to increase profits and market share.



“No matter what people tell you, words and ideas can change the world.”

- Robin Williams

Following Step Number 2 Reading and continual skill enhancement will undoubtedly help you come across new ideas which will benefit your company and improve your business. Do your research, think about how these new ways of doing business or products can help your company and then make your suggestions. Be sure when you make a suggestion that you have thought about it.

Remember, management loves well thought-out developed ideas. Before you present something to your management team, build your business case including the potential ROI. It's important to judge the right level of detail for your management team. Some teams like lots of details and back-up, while others prefer just enough to make your case without going overboard. No need to write a book when a few paragraphs will do the trick.

You should include:

- What challenge or issue you are looking to improve.
- How the change can improve the lives or results of your customers.
- How the change can create more opportunities for the company.
- How will your idea save the company money in the long run.
- How will your idea increase profitability.
- How will your idea add value long term to the company.

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