



HEALTHY Habits To SUPER-CHARGE Your CAREER

Master our foolproof tricks to fast-track to the top

Be nice. Work hard. Wear good shoes. We've all heard the same career clichés to get ahead - but did anyone reach the top just by doing these? We think not. Reboot your career with our fail-safe tricks to land that juicy promotion...

1 GET SWEATY

Who would've thought sweating it out on the treadmill = more Dhs?! According to a US journal, regular exercisers earn 9 per cent more than their chair-loving peers - even more financially rewarding than having a master's degree (yes really!). And it's not just your bank balance that stands to benefit from exercise. Creativity flows two and a half hours after jogging, climbing stairs and swimming. Want to wow at that brainstorm meeting? Time to book that spinning class...

2 MIRROR LEADERSHIP STYLES

OK, so we're not advocating rocking the exact same shade of lippie of your boss, but just observing the top dogs at work could pay off. Jane Jackson, career management coach and author of *Navigating Career Crossroads*, agrees. Are you in awe of a charismatic leader who sweeps you along with their enthusiasm and vision? Or are you more impressed by the leader who quietly motivates by listening, acknowledging and supporting you when needed? "Watch how others respond too, and identify the best style that works for you in your office environment," Jackson says.

3 LOOK AHEAD

Who knew that looking at senior roles could lead you there? During her internship at a PR firm, 25-year-old Alice did exactly that: looked at roles that were sometimes "way too senior" to see what skills employers wanted. "I was constantly making mental notes of what I needed to be doing in my current role to eventually get there." Alice's efforts paid off - ten months later, she was hired as a social media executive.

4 GET SHORT-TERMIST

If setting goals too far into the future seems way too daunting, break action plans into achievable monthly mini goals that you can tick off as you reach them. Hannah Courtney Bennett, a career

development psychologist, suggests setting milestones and timeframes to measure progress - otherwise it's simply "wishful thinking".

And if you want to take it one step further, Jo Emerson, a confidence coach, says that jotting goals could be key: "If you're focused on a written goal, you are far more likely to achieve it (or come close to achieving it) than if you just meander through life."

5 EMBRACE MISTAKES

Yes, really! Instead of viewing mistakes negatively, treat them as valuable lessons. That presentation didn't get a good reaction? Flunked a pitch to a client? While they can be embarrassing, slip-ups can help you understand what doesn't work - and provide a stepping stone to what actually does.

6 NETWORK, NETWORK, NETWORK

It goes without saying that meeting people in the same field can be hugely beneficial for your career. Met someone inspirational at a networking event? Someone at work you look up to? Don't be afraid to reach out! As Emerson puts it, "Wisdom comes through experience - a good coach/mentor will not only impart their wisdom to you, but will help you see options and opportunities you would not be able to see alone."

7 HAVE A WEEKLY REVIEW

Instead of monthly reviews or fortnightly catch ups with your boss, why not have a catch up with YOURSELF? Sure, it might seem odd at first, but it's way too easy to think about next steps for a few minutes in the shower and move on. Set a time each week to review goals and you'll have a clearer idea of your progress.

8 DON'T BLUR THE LINES

The office is always a tempting place to find romance but blurring the personal and professional can be risky. Even if you're at the beginning stages of your career, consider whether it's worth damaging professional relationships - or becoming inevitable gossip fodder. Make the right choices and you'll avoid a potential career disaster or having to choose between love and work, says Ané Auret, an international dating and relationships coach.

HOW TO COPE WITH A CAREER BLIP

Career coach Sue Clarke's top tips on what to do when it doesn't go to plan

HAVE AN HONEST SELF-APPRAISAL

Review what's gone wrong and how you might have contributed to it. Is there anything you need to change or develop to move forward?

CONSIDER YOUR DESIRED DESTINATION

What can you be doing in your current situation to help you reach there?

FIND ANOTHER ROUTE

Switching jobs may feel like you've failed but

it could actually help you get a clearer view of what you need to be doing to move forward. And showing that you can transfer what you've learnt is a valued skill in any industry

GROW YOUR SKILLSET

Change is constant so embracing opportunities to develop your skillset - whether that's video editing or coding - will show employers your ability to adapt and survive.

BY LAYLA HAIDRANI. PHOTOGRAPH GETTY IMAGES