



How to Take More Initiative at Work

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Benefits of Taking Initiative

- Increases your value to the organization
- Moves you towards maximizing your potential
- Taking initiative is energizing & improves job satisfaction
- Can lead to more recognition, new opportunities, eventual promotion, etc.



Barriers to Initiative

- Negative beliefs about your abilities or your future
- Lack of understanding of the significance of your role, your contributions, etc.
- Fear of criticism or rejection
- Lack of motivation, poor work ethic, etc.



It Starts with a Good Attitude

- Believe in yourself and your potential
- Think positive – it fuels you emotionally, keeps you motivated, and attracts support
- Learn to persevere through adversity



Focus on Your Interest & Expertise

- Pick tasks/projects that you're enthusiastic about
- Focus on areas that you've had success with in the past
- Stay within your “hedgehog” (your areas of interest and/or expertise)



Collaborate with Your Co-Workers

- Teamwork is motivating – involve your co-workers in tasks and projects whenever appropriate
- Collaborate with your boss
- Communicate regularly about your progress, successes, etc.



Make Adjustments When Needed

- Regularly assess your plans, your projects, your progress, etc.
- If certain things aren't working well, be honest about it
- Take responsibility, learn from it, and make any necessary changes



Try New Things

- Regularly think about new things you could do to contribute, add value, improve results, etc.
- Look for opportunities to apply your skills, and interests in new ways
- From time to time consider trying something that you've not done before



Additional Resources

- The 7 Habits of Highly Effective People – Stephen Covey
- Now, Discover Your Strengths – Marcus Buckingham
- Good to Great – James Collins

About EAS

The Employee Advisory Service is a State sponsored program designed to help employees and their dependents with personal, family or work related issues that may adversely impact their work performance. EAS helps to restore the health and productivity of employees and the workplace as a whole. Problems are addressed in the quickest, least restrictive and most convenient manner while maximizing confidentiality and quality.

Call us at our toll free number 1-866-327-9133, to schedule a confidential appointment.

Email us at EAS_Help@csc.nj.gov