

# CAREER ALPHABET GAME

Select a word that inspires you for the week, and look up the career development task associated with each letter of that word. Execute each task to give you a leg-up on your professional advancement.

<b>A</b>	Have lunch or virtual-lunch with a co-worker from a different department	<b>N</b>	Pick a tedious task on your manager's list and automate/document their steps. Then take it off their to-do list.
<b>B</b>	Pick a company/department challenge and come up with 3 possible solutions	<b>O</b>	Say good morning to everyone in your department
<b>C</b>	Video your status reports	<b>P</b>	Say good morning to everyone in a sibling department
<b>D</b>	Add your photo or intro video to your email signature	<b>O</b>	Speak up at the next group meeting
<b>E</b>	Update your LinkedIn profile	<b>R</b>	Present a solution or alternative method at the next problem-solving meeting
<b>F</b>	Update your resume	<b>S</b>	Look-up and remember your employees' birthdays and work anniversary. Add your employee's special days on your calendar and mention it on those days
<b>G</b>	Use LinkedIn to request recommendations and endorsements	<b>T</b>	Setup one-on-one meetings with your employees.
<b>H</b>	Speak at a local professional organization (can be a virtual session)	<b>U</b>	Request one-on-one meetings with your manager.
<b>I</b>	Add all your co-workers to your LinkedIn network connections	<b>V</b>	Create or evaluate your next 5 and 10-year Career Roadmap
<b>J</b>	Meet with a sibling department's manager and offer your assistance	<b>W</b>	Re-evaluate and update your SMART goals to achieve your career goals
<b>K</b>	Find a mentor within your company (sibling department manager or your manager's boss)	<b>X</b>	Review the current job search terrain. Do some window shopping and review your skillset against the current employment demands.
<b>L</b>	Be a mentor to someone in your department or sibling department	<b>Y</b>	Update your skillset and focus to match the current employment needs
<b>M</b>	Pick a tedious task on your list and automate or document the steps. Then hand it off to a junior employee	<b>Z</b>	Talk to your business coach or mentor regarding your current career roadmap

<b>A</b>	<b>D</b>	<b>V</b>	<b>A</b>	<b>N</b>	<b>C</b>	<b>E</b>
Have lunch or virtual-lunch with a co-worker from a different department	Add your photo or intro video to your email signature	Create your next 5 and 10-year Career Roadmap	Have lunch or virtual-lunch with a co-worker from a different department	Pick a tedious task on your manager's list and automate/document their steps. Then take it off their to-do list.	Video your status reports and include your 30 second elevator pitch	Update your LinkedIn profile