

HOW to OVERCOME CAREER-LIMITING HABITS

1. Create a Personal Motivation Statement.

When you hit a motivational wall while changing your work habits, motivate yourself by visiting your “default future”—the career you’ll have if you are repeatedly passed up for promotion.

2. Invest in professional development.

Actively develop the skills you need to be viewed as a top performer through training, workshops or books—but make sure this is only one part of a bigger change strategy.

3. Hang with the hard-workers.

The Career-Limiting Habits that keep you back are likely enabled, tolerated or encouraged by others. Use positive peer pressure by surrounding yourself with hard-working friends who share your career goals.

4. Find a mentor.

Changing habits requires help. Find a trusted mentor to encourage your progression and help you navigate the career development opportunities that exist within the organization.

5. Put skin in the game.

Reward yourself for reaching short-term goals by placing money at risk. For example, if you reach your goal you can purchase a reward with the money you set aside. However, if you fall short, the money goes to support the political party you oppose.

6. Control your workspace.

Make your new habits easier by enlisting the power of your surroundings. If you’d benefit from proximity to another team, ask to move offices.

ABOUT THE RESEARCH. The study collected responses via an online survey from 972 individuals in April and May of 2011. Margin of error is approximately 3%.

LEARN NEW SKILLS. To learn how Change Anything Training can help you overcome Career-Limiting Habits, visit www.vitalSMARTS.com or call 1.800.449.5989.

According to our study of more than 950 people, **97 percent** of employees have a Career-Limiting Habit (CLH) that keeps them from achieving their potential at work. These habits cost employees raises and promotions they might have otherwise received.

The study shows the vast majority of bosses are pessimistic their employees will ever change their CLH. In fact, bosses report that only 10 to 20 percent of their employees actually make profound and lasting changes to their CLH.

“This finding is incredibly discouraging when you consider the enormous investment companies make in performance management,” says Joseph Grenny, co-author of *Change Anything: The New Science of Personal Success*.

The top 5 Career-Limiting Habits:

1. Unreliability
2. “It’s not my job”
3. Procrastination
4. Resistance to change
5. Negative attitude

Other CLHs that limit employees’ progression include: disrespect, short-term focus, selfishness, passive aggressiveness and risk aversion.

Can you truly succeed without changing your CLH? According to managers, the answer is a resounding, “No.” Nearly half of bosses report that addressing employees’ glaring bad habit is three times more important than increasing their technical skills.

However, the online poll of 972 people, 493 of which were managers, found there are predictable paths to success for employees who want to reverse their CLH.

“Most of us think willpower and commitment are the key to changing our long-standing bad behavior, but successful changers know better,” says Grenny. “Those who aligned six unique sources of influence to help them change were ten times more likely to get rid of bad habits and improve their chances of advancement.”

About VitalSmarts—An innovator in corporate training and organizational performance, VitalSmarts is home to multiple training offerings, including Change Anything, Crucial Conversations, Crucial Confrontations, and Influencer Training. Each course improves key organizational outcomes by focusing on high-leverage skills and strategies. The Company also has four *New York Times* bestselling books: *Change Anything*, *Crucial Conversations*, *Crucial Confrontations*, and *Influencer*. VitalSmarts has been ranked by *Inc.* magazine as one of the fastest-growing companies in America for six consecutive years and has trained more than 650,000 people worldwide. www.vitalSMARTS.com

KEY RESULTS

97% of employees report they have some Career-Limiting Habit

Bosses report only **10-20%** of their employees *actually* make profound and lasting changes

46% of bosses report that addressing employees’ bad habits is three times more important than increasing their technical skills