



Pippa's advice on... How to Achieve Better Recognition in the Workplace

At school I used to quite look forward to receiving my end of term report. Or at least I did until I was in year nine at which point there was a phase during which I dreaded it. This phase coincided with being best friends with Cassie Robinson and also being at my most hormonal. Not a great mixture. I remember trying to 'infiltrate' our faintly alarmed postman one morning, hoping I could get to my report before my parents did. Mum was onto me though. She was deeply suspicious of my early morning appearance so was essentially spying on me from her bedroom window. And so it was that I had to suffer her 'I'm very disappointed face' when she discovered that Cassie and I had been, shall we say, a bit disruptive that term. Still, other than that particular time, I was a pretty diligent student on the whole, so usually a report meant proud looks all round and maybe even a few quid to spend.

Later on in life however, once we start getting paid for our efforts and enter the work force we invariably learn that probably the only time you're going to get such regular feedback is if you're not doing your job properly or if mistakes have been made. Do brilliantly, fulfil your job description and chances are there might not be a pat on the back at all. Yet, having been lucky enough to have temped as a freelance PA for lots of different bosses I can say that the very best, most inspiring leaders understand that need for recognition and know that the odd bit of praise can be a huge motivator for anyone who cares about what they do professionally.

Staff motivation really doesn't always have to mean financial reward (apart from anything else it can't, unless the company has never ending coffers) and I'd defy anyone to say they don't enjoy feeling like they've done a great job and been noticed for it. Most people want to further themselves, have goals and know that there is the chance of progression within their role. So, this piece is for all those people who might be feeling a bit unappreciated, undervalued or utilised, or who are simply after some tips on how to be pro- active in terms of being recognised as a great PA.

1. [Do more than the bare minimum.](#)

It's all too easy to get into a nice routine and to leave on the dot of six (or whenever it is you're required to stay till) having done what you've been asked but nothing more. At times there's nothing wrong with endeavouring to have a bit of work/life balance. If you're getting your work done and being efficient that's fine. But, if you're craving more recognition for your efforts and want to be noticed, than that's not going to cut it. So, if you feel like you're coasting and wish to change that, start by showing interest and asking what more you could be doing. Even tell your boss that you would be interested in going on any courses that might be available. After all, the more knowledge you acquire, the more effective you can be. Of course your company might not have the budget for any opportunities such as business development courses, in which case, if you're really serious about progressing, this is something you could consider paying for yourself and doing in your own time. Imagine how impressive that will look to any employer. It goes without saying you'll also be the one to reap the benefits in terms of personal growth and development.

2. [Who are you working for?](#)

If you are looking to do well within your company, it's important to know what the business is aiming for and also what your bosses main goals are. If you can contribute toward helping them achieve those goals, in any way at all, you will become a huge asset to the company. In other words, focus on making your goals in sync with theirs and you will be far more valued than if you're dancing to the beat of your own drum. Work out what it is your boss views as a priority and what will make them the most satisfied if you tell them it's been accomplished. That's how to achieve recognition.

3. [Be clear about what your role entails.](#)

One slight challenge to being a PA is that the role can vary from company to company. Obviously the basics are the same everywhere, but some bosses will expect far more from you than others. That said it's important that you and the person, or people, you are assisting are all on the same page and that you're being paid accordingly. What I mean by that is that there are certain tasks that only an executive assistant or highly experienced assistant would be expected to undertake. This may mean having to establish all of this in a frank but vital face to face conversation. It's up to you to make sure ground rules are in place. You don't want to be working till ten at night every evening for no extra money. But, when you do work late, because it's a particularly busy time, you'll want to feel that that effort has been noticed. So make sure your boss is aware of your workload and the demands placed on you. If something is asked of you that doesn't strictly fall under the PA job description it does no harm to say yes sometimes but make sure in a respectful way that they know that and haven't assumed it.

4. [Keep on top of your own profile.](#)

Make sure you refresh your CV and LinkedIn profile frequently, adding skills and experience along the way. Even if you're in long term, gainful employment it does no harm. It reminds you of your own employability and will keep your outlook fresh. It does no harm either to have a good online presence, to connect with other people from the industry and to read blogs and other material which will keep you current and in the know. All of these things will be obvious to an employer too and show initiative and an appetite for success. Keep them realising how lucky they are to have you as their PA and you will be recognised.

Good luck y'all! And on that note you can find me @pippablog

Hope to see you there and have a great day.

Pippa xx