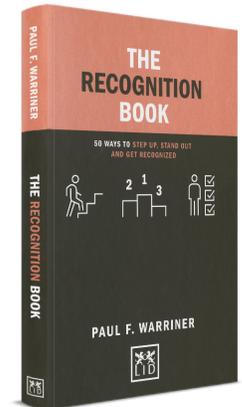


# The Recognition Book

50 Ways to Step Up, Stand Out and Get Recognized

by **Paul F. Warriner**



## Contents

Know Who You Are,  
How You Are

Page 2

How You Treat Others

Page 2

What You Do

Page 3

How You Behave

Page 4

## THE SUMMARY IN BRIEF

Realizing your fullest potential and getting the professional recognition you deserve requires more than just being good at your job. No matter what industry or where you are in your career path, *The Recognition Book* will help you define your career goals and identify the character traits, behaviors, and skills to develop in order to reach them.

Coach and trainer Paul Warriner explains that people who have concrete goals and a written-out plan of action outperform those who do not. He provides a four-step framework to help you shape your individual plan and 50 attributes that can make you shine in any workplace.

Recognition is energizing and motivating, but it can be an elusive element of our work lives. It also means different things to people: a higher salary, a promotion, the opportunity to do something new, or a thank you. What does it mean to you and how do you attain it?

## IN THIS SUMMARY, YOU WILL LEARN:

- How to create a recognition plan
- How to positively enhance your relationships with others
- How to get noticed the right way
- How to give constructive feedback

## What Recognition Means

The first step is to get to know yourself really well. Take a psychometric test or begin by asking yourself about your core values, your beliefs, what you like about yourself, and what you want to change.

Now, identify what you really want. Most people have hopes and dreams, but never quite formulate them into goals and write them down. Those who identify their goals with a plan of action outperform those who do not. Use the following questions to help you define the ideal career for you.

- If you knew you couldn't fail, what is the one thing you would do?
- If you had all the money you needed, what would you do with your time?
- What activity gives you the greatest buzz?
- If you had six months to live, how would you spend it?

## Build Your Recognition Plan

The recognition plan is similar to a business plan. To start, you need to define your vision and goals: where in your career do you want to be recognized, for what, and what does that recognition look like? Set timeframes for your goals, whether a week, a month, a year, or a lifetime. Once your vision and goals are laid out, you need to understand your character traits, how you treat others, how you act at work, and your behaviors. For each of these sections, write down where you are now, where you want to be, and what actions will get you there.

Leave space in each section to record notes, feedback, and any results. As you progress, make adjustments if necessary or set new goals. Constant review of what you've written out will help internalize your goals and keep you moving. You can carry a small business card-sized summary of the main points of your plan as a good reminder.

Using the framework outlined here, take action on a daily basis. Hold yourself accountable for delivering on steps within the plan. Turn your inner qualities into strengths. Identify how people want to be treated and deliver on this in a genuine way. View each challenge with professional curiosity: What can you learn from it? Put it in the context of the master plan. Ask for help when necessary. Success and recognition happen by design; they are the result of taking appropriate action. Follow the steps and ideas in this book and find out what works for you.

## Know Who You Are, How You Are

Some of the values and character traits that can help you get recognized in professional settings are enthusiasm, positivity, humility, courage, curiosity, ambition, strength, and creativity. Knowing your strengths, playing to them, and mastering them will take you far. Consider other traits you want to develop.

Being enthusiastic in a new job is easy, but staying enthusiastic can be challenging. Dale Carnegie said, "Act enthusiastic and you'll be enthusiastic." Keeping your end goal in mind will help you maintain the right mindset. Enthusiasm and a positive can-do attitude are contagious and inspire others. If you aren't naturally positive, make a deliberate attempt to find it in yourself. Try practicing mindfulness and surround yourself with positive people.

Every day, opportunities for advancement are presented. Taking more risks can get you recognition, but you need to consider possible outcomes before jumping in. Having good judgment about which risks to take will improve the more you practice and in turn will help you take action more easily.

Curiosity and the desire to improve and grow will lead to better understanding problem-solving. Don't be afraid to ask questions. In sales, if you don't ask for the order, you won't get it.

Creativity is something we all have. You don't have to be an artist, just close your eyes, shut off the internal chatter, and allow yourself time to think. You might join dots that you didn't see before. It doesn't have to be a life-changing idea; it can be a new way to process an order, but the original thought that leads to this change is an example of creativity that can get you recognized.

Examine who you are deep down, take the time to reflect on the traits you exhibit now, the ones you want to develop, and concrete actions you can take to begin to accomplish this. Note this as the first section of your plan.

---

## How You Treat Others

You can positively enhance your relationships with people in many ways. Consider how you treat others, the changes you want to make, and the actions you can take to get there. Active listening is a key skill that is disappearing. According to Stephen Covey: "Most people don't listen with the intent to understand: they listen with the intent to reply." When someone is speaking to you, pay attention to every word, all the nuances, inflections, and the non-verbal signals. Good listening requires

energy and commitment, but the investment is well worth it.

It is easy to blame someone else when you don't get something you want. But it also takes away your control. Instead, take more responsibility and consider what you can do to change the circumstance. Can you start earlier or finish later, or can you prepare more for a meeting? Don't blame others when they are operating their own plan: get your own.

Being compassionate and kind is a sign of strength and awareness of the people you work with. No matter what the situation, your mood, or the occasion, maintaining your respect for others is vital. You don't have to like everyone or everything they have done, but looking for the good in others will raise your awareness and you will find something you can respect about them.

Learn to be grateful and appreciative. Start a gratitude log. Appreciate the small things. When we feel under pressure or something has upset us, take stock and refer to the log. It will help keep things in perspective. You will be remembered for treating others as they want to be treated, for spending time with them and showing an interest.

---

### What You Do

What you do speaks volumes. People may forget what we say, but they remember the way we made them feel. Even doing nothing has an impact. Consider what you do, where you are today, where you want to be, and what you need to do to get there.

Care about what you do and your reputation. It's attention to detail that separates the good from the great. Hold yourself to the highest standards and do not compromise. The impression this approach leaves is a cumulative one. People notice.

Get noticed for doing the right things, not the wrong ones. Think about your personal impact. Don't be late, do a poor job, or miss deadlines. Make sure that you are known for completing a task and making the company look good as well as everyone involved in that process.

Volunteer and participate. It doesn't have to be much, but being involved gets you recognized. Think about what you can help with, but make sure it doesn't take away from other tasks you need time, energy, and passion for. Consider the goals of your plan, your strategy, your approach. If the activity fits in, do it.

Take on more responsibility. Some would say they can't do more. Be the one that does it on your own terms. Think it

through, do it well, and get recognized.

Represent your company. Choose the right events; ones that meet your criteria, as well as the company's. Being recognized in this kind of arena can open many doors. Maintain the new connections you make to expand your horizons.

Train others and be a mentor. Help someone develop and teach them what you know. In doing so, you will integrate your knowledge and skills on a deeper level and affect positive change in others.

Run meetings effectively. Only have ones you really need, start on time, have an agenda, and manage it tightly. Having respect for the time and workload of others will be noted. If you have to attend endless meetings, then approach them with a different mindset. Observe others and their behavior. This will give you an advantage and help you learn to navigate the business landscape with more ease.

Follow up. This applies to all aspects of work. When you delegate, don't interfere but check in. Review your notes from meetings and immediately schedule actions. This can elevate your productivity enormously.

Get qualified and stay relevant and current. Take responsibility for your own development and invest in your education. As you get older and more advanced in your career, it can be difficult to stay competitive. Work at staying up to date with everything that is important to your job, career, and development.

Present yourself well. Dress appropriately and be consistent in your messaging from social media to your voice mail message.

Do more of what you love, less of what you tolerate, and none of what you hate. What can you either delete or delegate? Find people who enjoy doing what you don't. Stay involved, but by working with other people's strengths, you will be recognized for leading well.

Maintain a sense of perspective. In a crisis, people can react badly to losses or bad news. Be the one that sees it differently and keeps perspective; your team will look to you. Reframe things, look at yourself as from across the room or through a glass ceiling. What could this person do differently? This third-person view is a useful tool to help develop perspective.

Do your thinking on paper. Writing things down helps us recall, reference, plan, and develop ideas. Writing down and reading your goals on a daily basis, will help reinforce them internally and encourage you to take actions that bring

them to fruition. Goals change and develop, set new ones when the old ones are achieved. Take action every day to build new patterns and habits that serve you better.

Get a coach if you feel stuck. Many people are reticent to ask for help, but it is a strong sign of self-awareness. A coach can offer a new perspective and hold you accountable for actions you need to take.

---

### How You Behave

How you choose to behave is the outward expression of who you are and what you have learned. Repeating positive behavior creates habits that make us who we are. Consider the following, what are the behaviors you need to start demonstrating in order to be recognized?

**Be punctual.** Recognize that your time, and other people's time, is important and worth far more than money.

**Be constructive.** When giving feedback, include what was liked, what could have been better, and what would have been desirable. This moves the focus to doing better rather than what went wrong. People can deal with the negative when there is a feeling of building to a more positive outcome. Similarly, don't allow your inner critic to chip away at your self-confidence. Give yourself the recognition you deserve and others will give it too. If you are held back by critical self-talk, use your gratitude log, journaling, and your recognition plan as anchors to build on and help you move forward.

**Go the extra mile.** Only when you push yourself beyond what is comfortable, will you truly develop. In a sales context, making an extra call, or sending a thank you note can pay dividends. What's your extra mile? Take five minutes and think about it. Write it down, do it, measure it.

**Develop a personal style.** This isn't just about how you dress, it's about the way you behave and carry yourself. It's a mindset. What you focus on internally finds a way of expressing itself. Aim to enhance who you are.

**Have a sense of humor.** Always be on the lookout for the good in everything and everyone. Being able to not take yourself too seriously will keep things in balance. If humor is not your strong point, practice a joke until you can tell it. People would rather be around colleagues who are upbeat and being able to laugh is a great way to reduce stress.

**Learn when to lead and when to follow.** Leading a project, a campaign, or a group can be tricky, but by planning out what you are trying to achieve, there is more certainty. Listening to feedback and tweaking the approach are all part of the process. Following someone else can allow you to observe their skills, behaviors, and character.

**Be a thought leader.** Even reframing existing thinking in a new way is invaluable. Develop an idea and present it. It could be on a process, an approach, a client, or layout. The more you exercise the thought leading muscle, the more your ideas will get bigger, and the more impact they will have.

**Be present and fully engaged.** Others can tell when your mind is elsewhere. It is disrespectful and rude. Even when you are struggling, act as if you are focused. Act as if you are interested and engaged.

**Be committed and decisive.** Following through on any plan takes commitment. Only 100% will do. Decide what to commit to and do it. Give yourself every chance to succeed by removing temptations and obstacles. Go all out. It can be hugely liberating to make a firm decision and know that you don't have to keep looking backwards.



Paul F. Warriner is a respected coach, trainer, and consultant with a wide range of experience gained as an employee and entrepreneur. For more than 15 years, he has been successfully coaching and training sales and management teams, business owners, and individuals to be their best.

*The Recognition Book: 50 Ways to Step Up, Stand Out and Get Recognized* by Paul F. Warriner  
© 2019 by Paul F. Warriner. Summarized by permission of the publisher, LID Publishing. 128 pages, ISBN 978-1911498889 Summary copyright © 2019 by Soundview Book Summaries®