




NOVEMBER 25, 2019 | EXECUTIVE BOOK SUMMARY

EXPECT TO WIN

10 PROVEN STRATEGIES FOR THRIVING IN THE WORKPLACE

Harris, C. A. (2010). Expect to win: 10 proven strategies for thriving in the workplace. Plume.



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CRYSTAL BOSCHMAN

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WHO ARE YOU?

BOOK BY CARLA A. HARRIS

I have found that this book is about finding the best you personally and in business. Harris makes us look deep within ourselves to make sure we are striving to find what our deepest, darkest fears are and makes us face them. She asks us what do we dream about? What will make us happy? Harris helps us rebuild ourselves by getting to know what we enjoy, our passion, and our deepest desires.



CHAPTER ONE

AUTHENTICITY

-According to the dictionary.com: Authenticity means to be original. Harris makes this her first chapter in her book. She wants you to know that there is one and only you. There is a reason you were hired to do a job.



C. Harris mentions that being Authentic means to know yourself, and do not let opportunities pass you by. Also the authenticity transcends the personality. She suggests that you make sure you are in a job that allows you to give 150% to your job. Make sure your job is your passion. That your job and your goals align with your passion. Allow yourself to show your best self and keep the client in mind and not to worry about your coworkers opinion. Turn your presentation to a conversation to get to know your clients needs. Allowing yourself to show up for work every day and let yourself be known. Always be dependable for you because you can always scout on yourself.

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**LET YOURSELF
BE KNOWN --
BE YOUR
AUTHENTIC
SELF**

CHAPTER 2

BE AN ARCHITECT OF YOUR OWN AGENDA AGENDA FOR YOU

- CREATE YOUR OWN PLAN FOR YOUR CAREER AND LIFE
- TAKE RESPONSIBILITIES FOR YOUR OWN DECISIONS AFTER ALL YOU CHOSE THIS AND IT IS YOUR AGENDA
- ALWAYS ALLOW FOR CHANGE - REMEMBER CHANGE ALLOWED YOU TO MAKE YOUR OWN PLAN
- LEARN FROM YOUR MISTAKES, LIFE AND GROWTH IS A PROCESS
- LINE YOURSELF WITH A BOSS OR SUPERVISOR WITH THE SAME VISION TO HELP WITH DECISIONS AND TO FEEL WORTHY OF YOUR WORK

YOU ARE THE CAPTAIN OF YOUR CAREER

90-DAY RULE

SELF EVALUATION OR SELF REFLECTION

- KNOW YOUR JOB AND MAKE SURE YOU ASK FOR CLARIFICATION IF YOU ARE NOT SURE
- GIVE YOURSELF TIME TO GET TO KNOW THE JOB HENCE 90 DAYS
- ON DAY 91 ASK FOR MEETING TO DISCUSS YOUR PROGRESS AND TO IMPROVE ON YOUR CHALLENGES
- PROFESSIONAL DEVELOPMENT IN YOUR AREA IS ALWAYS BENEFICIAL AND DO NOT BE AFRAID TO ASK



PERCEPTION IS THE COPILOT TO REALITY

How People Perceive You Will Directly Impact How They Deal with You

People are amazing creatures according to Harris, you can change their perception of you simply by changing your behaviour. Changing your behaviour to make sure they line up with the companies values but do not change who you are. Pick out adjectives that you want to be describe as and make sure you strive to be these adjectives. In 24 to 48 months with the company re-evaluate and make sure you are still where you are where you want to be and who you want to be in life.

THE MENTOR, THE SPONSOR, THE ADVISER

Having Them All

The holy trinity is necessary to help you through out your career. In business we look at the mentor, adviser and the sponsor. In the beginning, a mentor is someone within your industry who is your confident.

You can tell them anything, everything and without judgement. The reason is because they have been there too or have experienced something similar.

Through out your career you may find other mentors as your career goals change.

Your adviser on the other hand may be in the same company and also hear your career goals. Make sure you have the trust of both of these people and you feel comfortable talking to them.

Your sponsor with their internal and social capital will move your career forward.



Create your own BOD-Board of Directors

- for knowledge and advice
- remember to treat these people with respect and to help them to further their careers when you can too, this is not a mutually exclusively relationship.

LEVERAGE YOUR VOICE

Articulate Your Views and Your Expectations



BEST-SELLERS

Say your thoughts creates 3 things:
perception, contributions, mechanism to the
organization

At the same time, silence can be golden

Ask for what you want

HAVE A PENCHANT FOR TAKING RISKS

you can't go wrong

Risks

WHAT TYPE OF RISK TAKER ARE YOU?

- Forward risks always look to the future
- Calculated risks are ones that you have already looked at the pros and cons where the pros have out weighed the cons
- Fear is healthy do let it stop you
- At any level risks are necessary to keep your advantage

NO IS JUST AS IMPORTANT AS YES!

IT'S ALL ABOUT RELATIONSHIPS

POWER IN THE NETWORK

A COMPETITIVE ADVANTAGE

There are four different types of networking relationships:

- Your superiors - the people who make career positions
- Your peers - the people who help you on a daily business
- Your juniors - the people who help you do the nitty gritty stuff and may help improve or show you other relationships important to
- External networking - these relationships are outside of the organization. These can be more powerful and more contacts for future career moves.

Relationships are reciprocal and powerful. Make sure when you are networking you are very diverse in your relationships, the broad the web the bigger the pray.

BALANCE IS A NECESSITY

USE YOUR PASSIONS TO ACHIEVE IT

Balance is about keeping your life in check.
Balance is about giving and taking always remembering that is beneficial for everyone.
You are able to maintain a healthy balance and keep the joy in your life you are always doing what is best for yourself.



EXPECT TO WIN

Show Up with Your Best Self Everyday



- Approach each day thinking you are successful and you will be able to conquer yourself and your fears.
- Your thoughts influence your success - strong mind, strong outcomes
- Self reflection - look at your success and failures, how have they helped you become stronger and what have you learned.
- Motivated - stay abreast of new skills and continuous learning
- Challenge yourself everyday to be the best and at the top of your game.

Conclusion

This book has a lot of great advice to looking at yourself and changing who you are. This book also has great little stories to help explain each point within the chapters. The chapters were an easy read and the author was very passionate about her beliefs.

One of the main issues was the last chapter there is no reference to it because the whole chapter is referring to her spiritually. This area of ones life is very personal, private and to share in a chapter of a book such as this seems out of sorts. Harris speaks that her spiritually is important to her and helps guide her in her decisions. People need to find out what helps them on their own and not feel like they are being recruited through a book.

