

50 Things You Can Do NOW to Help Keep Your Job

By J.T. Kirk



"J.T. Kirk's book shows readers 50 ways they can help solidify their positions as valuable assets to any organization, in any economy, in any field, anywhere."

Kate Katelin, President
Kate Katelin Executive Recruiters

Dismal unemployment numbers. Record deficits. Higher taxes. Wars in Iran and Afghanistan. Global political instability. Foreign debt. Uncertainty about health care costs.

These and other factors exert a strong influence on the business climate and whether companies expand operations and hiring, or retreat until conditions improve. So what can you do to help put the odds in your favor for staying gainfully employed?

Veteran hiring manager, author, and speaker J.T. Kirk shows you 50 ways to enhance your value to your employer and help keep your job at the same time.

About the Author: J.T. Kirk has been a hiring manager in both technical and marketing capacities for Fortune 500 companies in the energy industry, government research arena, and high-tech sector for more than 20 years. Kirk now writes books and speaks to associations, corporations, and schools on job and career strategies in a confused economy. He lives in Austin, Texas.

Book Description: In this confused, lethargic economy or any economy for that matter, people worry about keeping their jobs. Former hiring manager and author of *Confessions of a Hiring Manager: Sage Advice for Fearless Job Seekers and Career Changers in a Confused Economy* and *Confessions of a Hiring Manager Rev. 2.0: Get to and Stay at the Top of the Hiring Manager's Short List*, J.T. Kirk strikes again with *50 Things You Can Do NOW to Help Keep Your Job*. In this latest work, Kirk reveals 50 skills you can adopt right now to help keep your job in any economy.

Despite the usual advice from many career coaches to "maintain self-esteem," to "remain confident and positive," or other motivational self-talk, there are in fact behaviors and actions you can take now to solidify your position with your employer and enhance your standing with your peers and managers.

Kirk is a veteran hiring manager with more than 20 years experience hiring, managing, and leading employees in Fortune 500 companies. Here, he gives you his insight on what skills, knowledge, and personality characteristics managers value when they have to choose between "keepers" and those destined for workforce reduction. Kirk uses his hiring manager experiences in technical, marketing, and communications disciplines to show you how to make yourself more valuable to your peers and managers, and raise your value to the organization in this—and any—economy. It's not always the smartest person who makes the cut, and Kirk tells you why in this no-holds-barred book.

50 Things You Can Do NOW to Help Keep Your Job

J.T. Kirk

Title

50 THINGS YOU CAN DO NOW TO HELP KEEP YOUR JOB

J.T. Kirk

Author

J.T. Kirk

ISBN

978-0-9814857-5-1

Price

Retail: \$16.95

Publication Date

May 15, 2011

Genre

Business/Careers

Page Count

186

Trim Size and Binding

5.5" x 8.5" Paperback

Publisher/Distributor

Kings Crown Publishing/Ingram

Ordering Information

50 THINGS YOU CAN DO NOW TO HELP KEEP YOUR JOB will be available for purchase from Amazon.com, CreateSpace.com, and through additional wholesale and retail channels worldwide.

Kings Crown Publishing and J.T. Kirk have teamed up to bring you the perfect premium for graduating seniors—one that will help them find jobs or begin careers in a confused—or any—economy.

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Learn how to make yourself more valuable to your peers and managers and raise your value to the organization in any economy

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50 Things You Can Do NOW to Help Keep Your Job is the *only* book that offers key job insight from a former hiring manager with more than 20 years' experience managing technical, marketing, and communications professionals in a variety of industries for Fortune 500 companies.

J.T. Kirk shares with you his personal experiences over a two-decade long career hiring and managing others that the secret to not just keeping your job but making yourself more valuable to peers, managers, and the organization lies with developing two important skills: communications skills and people skills. Top-notch technical skills can only take you so far; without outstanding people and communications skills, your career potential or job longevity is limited.

50 Things You Can Do NOW to Help Keep Your Job shows workers in nearly every field how to:

- Make yourself more valuable to your peers and managers and raise your value to the organization in any economy
- Cultivate a sense of project urgency and project ownership
- Address troubled projects and manage the scope of projects
- Overcome the "Imposter Syndrome" when changing jobs or careers
- How to assign quantitative value to your project work
- Better articulate problems and solutions to peers, managers
- Create and grow your own personal brand
- Understand the factors that influence job satisfaction
- Understand the factors that influence your promotability
- How to manage the jerk boss
- Avoid seeking affirmation/acknowledgement of your skills
- Give away well-deserved praise without expectation of return
- Understand the organization's resistance to change
- Step up without hesitation when called upon
- Become a "clutch" performer
- Avoid becoming labeled a "cubicle crawler"
- Understand the pros and cons of psychic income your job provides
- When not to ask for a raise, and much more

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Kings Crown Publishing and J.T. Kirk have teamed up to bring you the perfect premium for your association members—one that will help members and others keep their jobs in this tumultuous—or any—economy.

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Sample Interview Questions for Radio/TV Program Hosts



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- eBook version available soon

- With an economy that is growing, but growing without a corresponding increase in jobs, what are the most important skills people *with* jobs need to develop to keep those jobs?
- Many of the 50 points you mention in your book focus on “software skills” – and you don’t mean computer software. Aren’t those technical skills still in demand by employers?
- You start the book off by mentioning two important project skills: a sense of project urgency and a sense of project ownership. Can you explain how those two project skills are important to people who want to keep their jobs – or even get promoted?
- Socializing on the job is part of every work environment, yet you caution people to not become “cubicle crawlers.” How can they still socialize with coworkers at work without becoming overt intrusions into peoples’ workday?
- You offer some great advice on how and when people should approach the idea of asking for a raise or a promotion...can you review those for us.
- Many people jump to the most obvious solution to a problem when you in fact caution folks to consider the “second right answer.” Your example from the “Managing Through People” seminar was a funny but perfect illustration...can you tell us that story.
- Your final chapter, which is actually Chapter 51, is entitled, “They Can’t Pay You Enough to be Miserable,” which tells readers that some positions or bosses are just too demanding to stay on board and that looking for another job may be the only recourse..can you elaborate on that idea?