

“Build Your Village” Tool

Your great career depends not only on you, but also on the village you build around yourself. In the workplace, you never achieve anything worthwhile alone. To build your village, follow these steps:

1. List the people you know who are key to your career success.
2. Note why they belong in your village. What strengths do they bring that you can leverage?
3. Note something you could do this week to make a deposit in a few Emotional Bank Accounts.
4. Each week, review your list, changing it as needed. Then make your weekly deposit in the Emotional Bank Account.

Sample deposits in the Emotional Bank Account:

- Congratulate the person on a job well done.
- Write a tribute to the person in your blog.
- Email an article that will help the person in his or her work.
- Invite him or her to lunch.
- Offer to help with a project that is important to that person.
- Send birthday greetings.