



Intelligence Isn't Enough: A Black Professional's Guide to Thriving in the Workplace

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It's all well and good to have academic qualifications, but you'll never fully succeed in the workplace if you don't understand who you are, who you work with, and how you work, says Carice Anderson in her new book.

According to the Jonathan Ball website, Anderson has spent over 17 years focusing on human capital development strategies and working on change and performance management projects. She worked as a professional development manager at McKinsey & Company in Johannesburg where she developed a programme for young black professionals. She obtained her MBA from Harvard Business School. She is the founder of Thrive Leadership Advisory, a leadership consulting, coaching and facilitation firm and has worked for top companies like Google, Bain & Company, Allan Gray, Orbis Foundation and Publicis Media. She has lived in Johannesburg for more than 11 years.

Anderson says the key to making an impact is to be intentional and organised. This starts with organising information. Nowadays, many people are drowning in data, especially emails. One way to manage this is to avoid checking your inbox first thing in the morning, since this usually forces you to deal with other people's

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priorities, which might not align with yours.

"Ask successful people at different levels of your organisation how they manage email," Anderson suggests. "Many of my executive assistance friends follow the rule that you should **only** touch an email once: **file** it, **action** it, or put it in a folder with other items that you need to action later."

Next, you need to organise your time, energy, and tasks. When it comes to work, it's likely that 20% of your tasks will produce 80% of the results. Once you know what's essential, you can figure out the most efficient way to get the work done. You can also plan energy cycles to schedule your work and breaks to fit what's best for you.

"During the course of the year, you can monitor when you start feeling tired and need a holiday," Anderson says. "Obviously, sometimes you might not have a choice, but if you do, be aware of your energy cycles, communicate them to your manager and teammates, and try to manage your schedule according to those cycles."

Ultimately, pursuing your career is something that will span your entire life. You'll take on jobs that involve all kinds of colleagues with various personalities and values. You could even live in different parts of the world as you pursue new roles. This will open you up to parts of yourself that you never knew.

"Get used to discomfort," Anderson advises. "Embrace it. Make peace with it, because it's the way of the world. But remember: the better you know yourself, the more equipped you will be to deal with an ever-changing world. Make the time to invest in you. It will be the best investment you will ever make." – Eugene Yiga