

**3 STEP
SURE FIRE
METHOD
TO ASK
FOR HELP**

Without Getting Dinged

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ASKING FOR HELP IS HARD....

But it doesn't have to be. At the root of us not asking for help is the fear of a vulnerable moment being used against us in the future. Although it is counter intuitive in the workplace, asking for help early and often is a critical key to your career success.

THE TRICK IS KNOWING:



WHO to ask for help from



HOW to ask for help



WHEN to ask for help

STEP 1: THE WHO

Learn Your Manager's Leadership Style



Set up a 1 on 1 with your Manager to learn more about their:

- Leadership style
- Preferred ways of working
- Expectations of you

Questions to ask your manager to learn more about their expectations of you :

- How would you describe your leadership style?
- What are the characteristics of the direct reports who make your life easier as a manager ? (This question signals what the person cares about most)
- What are your top 3 objectives or projects to complete prior to the end of the fiscal year?
- Are you comfortable being a professional safe space for me?
- What are the top 3 objectives or projects you expect any one in my current role to accomplish by the end of the fiscal year? (Take yourself out of the equations)
- What is the best way for your direct reports to have speed of trust with you?
- Which colleagues should I lean into for their expertise on my current workload?

Help Levels:

Start with You

Go to Friends and Safe Space Peers Next

Coworkers on your team or in your department

Your manager is the Last Resort

STEP 2: THE HOW

Keep A Solution Oriented Mindset



Proactively seek solutions to problems:

- Try to find the answer on your own first
- Bounce ideas off of personal & informal networks
- Gain information from peers that have work on similar projects

In order to work with a solution oriented mindset you must :

- **Show Initiative:** If you are new to a company, team, or project, ask all your teammates for notes and previous documents that will help bring you up to speed quickly. Take this opportunity to ask your peers all the "dumb" questions. If you have been in your role for a while, do everything in your power to know everything there is to know about the business you are working on.
- **Be Helpful:** It's a lot easier to ask colleagues for help when you are proactive in offering help. Even if it's helping show a new coworker where the restroom and break areas are in the building.
- **Be Honest:** If there is something you don't know, own it while sharing what your hypothesis for possible solutions could be. This opens a good dialogue and builds trust with your colleagues.
- **Be Positive:** Even if you think there is no good solution or no real way out of the problem, keep that to yourself. Always ask how something can be done. There is always a way.

Your coworkers will love working with you because of your mindset. They will want to help you, even before you need to ask. Your resourcefulness will make your manager's life easier and they will appreciate you that much more.

STEP 3: THE WHEN

Ask For Help At The Right Time



Don't waste time once you start spinning:

- Don't wait until your back is against the wall to ask for help
- Give yourself a time limit to solve problems on your own
- Go to your next resource for solving problems (hint: Friend or Trusted Peer)

Ask For Help When :

- **You Have Some Guesses:** Proactively bring your thoughts and guesses to every help level.
- **You Can Show Your Work:** Share your progress with key stakeholder early and often. In sharing, they should be proactive with any course corrections if you are going down the wrong path
- **You Have Scheduled Time:** In the same vein of being proactive, schedule a quick touch base, set an agenda, and give context for what you need help with from your colleague. This will give the person time to think prior to meeting with you and you will have a better conversation, hopefully without needing to follow up.
- **You Are Able To Remain Positive:** If you find yourself frustrated, keep that to yourself or share with friends, outside of work and in private. Expressing your frustration at work doesn't get you where you are trying to go.

As long as you lead with your efforts to solve a problem, the present is the perfect time to ask for help.

ASKING FOR HELP ISN'T SO HARD....

You have to let go of the fear that you will get dinged for asking for help. Trust me, if you follow this guide, you will never get dinged because you asked for help.

Final Thoughts:

During your 1 on 1 meeting with your manager, share with them how you work best, and set your boundaries for ways of working.

For example, let your boss know when you won't be available for communication. Say your family has dinner and family time everyday between 7 and 10pm. Let your manager know that any communication received after 7pm will be responded to the next day.

From the conversation with your manager, you will learn who you can build relationships with to ask for help at the appropriate time. You will also know, loud and clear, if your manager is on the list of your go to people or not.

Since business is moving faster than ever, conversations with your manager should be on going, early, and often.

For example, you should schedule weekly meetings with you manager and set the weekly agenda with project/objective updates and proactively letting them know where you may need them to lend a hand as you complete your work.

If your relationship with your manager is poor, you are not able to have a great conversation around ways of working together, or you don't feel comfortable, find a mentor in the organization that can help you navigate the relationship with your manager.

THANK YOU FOR LISTENING



We need to hear from you.
Please take our short survey [here](#).

If you need some help or advice about specific situations, go trillmba.com/coaching to schedule a free 30 minute consultation with me to strategize and walk through your specific work situation. In addition, you can always email at ask@trillmba.com. I'm happy to either answer your question or connect you to the right person if I don't have the answer.