

How to thrive and progress as a part-time worker

Working less than full-time shouldn't mean you have to compromise on your career ambitions or potential. You are still making a significant contribution to the performance of your team and let's not forget, you are costing them less. So instead of being 'just a part-timer', how can you ensure that you are seen as a high performer? Our top tips can help.

TOP TIPS TO SET YOURSELF UP FOR SUCCESS FROM SEASONED PART-TIMERS

Work with your manager to ensure your objectives are adjusted for your working hours and give you a fair chance to do well.

"I'm surprised how many people are simply expected to 'squash' full-time work into less time. If your manager doesn't already do this, come up with some ideas of how the role could be adjusted e.g. through cutting out some less useful activities, reallocating some tasks elsewhere or extending deadlines."

Focus on the key tasks to be successful in the role and prioritise these

"Working part time forces me to filter out the 20% which is not important. Focus the 80% of time on things which really matter."

Decide and communicate how available you want to be during your non-working time. Think about what works for you – everyone has their own preferences.

"I've found that if I answer emails on my non-working days, people reply and expect a response. So now I only check if I'm expecting something really important."

Be flexible with your flexibility if you can.

"I don't mind switching my non-working time, with notice, so that I can be at key meetings or to make sure we hit an important deadline. In return, my manager is flexible with me when I need a bit of time back. It's better than us both being really rigid about my hours."

Don't sweat the destination. Enjoy the journey that you're on and make decisions for that moment without worrying about where its going to take you in 5 years time.

CLAIRE HAWKINS, DIRECTOR OF CORPORATE AFFAIRS AND INVESTOR RELATIONS, PHEONIX GROUP.



KEEN TO PROGRESS? HOW TO GET AHEAD AS A PART TIME WORKER

- 1. Know your 'why' behind the work.** If you know your motivations and what matters to you, it keeps you honest. And believe in what it is you bring to work and back yourself to be brilliant.
- 2. Be transparent about your working pattern.** Let colleagues and clients know when and how you work so there are no surprises.
- 3. Stay visible at key points.** Whether its presentations to senior managers or key external events, consider whether you should be there and flex your non-working time.
- 4. Seek a senior sponsor.** Who is in your corner at a senior level? Having a champion to provide support and raise your profile is useful to anyone wishing to progress, but even more important when you're part time to help address any internal resistance.
- 5. Say 'yes' to the opportunities which present themselves.** All too often, people working part time de-prioritise training and development when they are time-squeezed. Recognise this is part of your job and ensure you remain committed to your own progression.