


Keep your hands on the goods in Technology!

Tech-G@L 

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Information Technology or Information Systems (also know as IT, IS, MIS) is a gigantic field and it touches So to be the very best at what you do you must stay sharp, but know your limits! And always keep your hands on the equipment, systems, and technology.

I have worked professionally for nearly 15 years. So these trade secrets are invaluable, have stood the test of time and have helped me succeed.

Number 1. The best way to stay employed and great at your job is to keep your hands on the equipment. Never stop actually working with the equipment. Even if you manage people, be sure to manage and maintain the systems too. Work closely with your staff. Keep informed of what and how they are doing things. Try not to micro-manage. Schedule weekly meetings (about 1/2 hour) to get caught-up on what and how they are doing things. This is also a good management tip.

Number 2. Get as much experience as you can. Learn as much as you can and get [certified](#) your head and hands on all IT. When someone asks you to do something technology driven, do it. Try it, even if you are not 100% sure how to do it. [Research it](#). This leads us to the next two items.

Number 3. Network with everyone all the time. When you hear people talk "shop", you talk too. Tell people what you do and that you love it. Always carry business cards and join professional [networking](#) sites. This will help you tap into other technology people that you know when you do find yourself a bit out of your expertise. If you network and network well, they will be more than glad to help give you guidance for free. One more positive is that you will know who to call when you call in a consultant. You will already have knowledge of this person, their skills and you will probably get a better price, so your boss should be happy.

Number 4. Know when to ask for [assistance](#), I have not yet had a boss that did not appreciate this. Of course, it is always better to go to them with another course of action and this is a great way to build trust with your boss. I started in the technology industry when there were very few women. Not to get one up on men, but most women know when to say when. We also know when to ask for help, must I bring up the example of stopping to ask for directions when lost? This is a major reason that I have succeeded and why I am good at what I do and love it.

Number 5. Have confidence and don't scare easily. The Internet and research are your friends. Join [tech boards](#) and [forums](#). This can also take us back to item 3, use your Network of technology people to help. As well as item 4, remember to ask for help if you are out of your league.

Number 6. On [interviews](#) and when working with staff, say "yes" a lot. I am not telling anyone to lie, but instead if you are asked if you have database experience and you have never been a DBA or programmed in one but you have used [Access](#)... then your answer should be a... definitive Yes! If you are leery, and it's a [DBA](#) job, then be honest that you have worked with databases but more on a support level. Again, say "Yes" but throw in "it's been awhile". This is true and really does work because technology changes so quickly.

Number 7. Proceed with caution. I have seen too many technical people do (what I refer to as) "comacozie" work. If you have no back-up and only one server with all your e-mail, don't put a beta upgrade on it. When you have a problematic system (and it's your only [system](#)), get a back-up first and then apply the fixes in methodical steps and document each of those steps as you proceed.

Number 8. In IT/IS [security](#) is a biggie, do not share information of a sensitive nature. Keep your mouth shut. You cannot get into trouble if you are not saying anything. You will see and hear things that must be kept private. However, if it is illegal, immoral, unethical, against policy or could hurt someone or the company go to trusted management or HR.

Number 9. Always do your absolute best. The best only get better by trying harder. If you were an employer, wouldn't you want the best?

Number 10. Have a good [e-mail](#) address and be careful with your Social Networking profiles. The only thing worse than a dumb e-mail address, is thoughtless comments and postings on your [FaceBook](#) account.

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