

All Lisa Quast News

Top editor picks, summarized for you

What to say when your boss wants you to manage others

1/25/2016

If your boss has approached you about a management role but you see your career moving in a different direction, be honest with him or her. Explore other, nonmanagement opportunities with your company, and research higher roles at other companies to give you inspiration. You may find ways to grow in your career without managing others, writes Lisa Quast.

Full Story: [The Seattle Times](#)

More Summaries: [Lisa Quast](#)

3 simple questions for effective mentoring

1/4/2016

Mentoring need not be a complex process, writes Lisa Quast. Get started by asking employees about positive and negative developments and what they would do differently in the future, she writes.

Full Story: [The Seattle Times](#)

More Summaries: [Lisa Quast](#)

Are you asking too much of your employees?

11/9/2015

The key to productivity without burnout is creating the "right amount of tension," writes Lisa Quast -- motivating your team without asking more of them than they can give. "Just be on the lookout for signs that your team or someone on your team has gone past that point and is feeling overwhelmed," Quast advises.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

What's really behind those weird interview questions?

11/4/2015

Meet the interviewer's oddest questions with answers that illustrate your creativity and problem-solving skills, advises Lisa Quast. Such questions aren't meant to solicit perfect answers, but to give the hiring manager insight into how your mind works.

Full Story: [The Seattle Times](#)

More Summaries: [Lisa Quast](#)

Ask the right questions to coach your team

9/23/2015

The key to coaching other people is to ask questions rather than telling them what to do, writes Lisa Quast. Help your subordinates grow by asking them about their experiences and what they would do differently in the future. "Most people learn through experience ... and most learning can be enhanced with self-analysis," Quast notes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How to develop self-confidence during a job search

8/10/2015

To improve self-confidence during a job search, candidates should make a list of their skills, accomplishments and how they have overcome obstacles, career coach Lisa Quast suggests. Finding mentors and building a network of supporters also can increase confidence and minimize self-doubt, she advises.

Full Story: [Forbes](#)

More Summaries: [job search](#), [Lisa Quast](#)



Strategies for shining in a first job

6/22/2015

Recent college graduates entering the workforce should look to specialize in an area and be prompt, professional and reliable to be successful, career coach Lisa Quast advises. "By delivering on your commitments and working through issues as soon as they arise, you will build a reputation that you are someone who is honest, trustworthy and accountable," Quast writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How to start down the path to a promotion

5/6/2015

Make sure you're doing a stellar job in your current role if you're aiming for a promotion, writes career coach Lisa Quast. Learn the requirements of the job you'd like to have, and put a plan in place to develop the necessary skills, she advises.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Become the internal consultant your company needs

3/2/2015

Seek to occupy the role of internal consultant for your company during crises, including staying calm and developing plans of action, Lisa Quast writes. "Consultants are paid to carefully analyze situations from every angle and determine all the potential options before presenting their recommended solution," she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Why you're not getting callbacks

2/5/2015

If your applications aren't resulting in callbacks for interviews, double check that you meet all the requirements listed in the job posting, including educational, experience, skills and certifications. If this checks out, the problem may stem from not customizing your resume to suit the job description, Lisa Quast writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Didn't get the job? Offer a productive response

12/23/2014

When you get turned down for a job, send the hiring manager a thank-you e-mail asking for feedback, writes Lisa Quast. Reiterate your interest in the company and ask the manager to keep your resume on file for future positions, she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How to hone your leadership skills

12/17/2014

Recent research from Gallup suggests that female managers may excel at engaging employees and helping them develop their skills, writes career coach Lisa Quast. But the truth is that all leaders -- male or female -- can get better by setting clear expectations, giving workers the tools they need to succeed and offering challenging assignments, she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Own your career and move up the ladder

9/9/2014

You, not your boss or company, own your career, writes Lisa Quast. "Being successful means you need to treat your career like a business and treat yourself like a product that you work on improving, year after year," she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)



SmartBrief
January 25, 2016

The do's and don'ts of preparing for a meeting

8/20/2014

Your behavior in meetings affects how you're perceived by colleagues, so it's critical to prepare carefully, writes Lisa Quast, author of "Your Career, Your Way!" Get to the meeting area on time, and read over the agenda ahead of time so you're ready to contribute. "How you behave during meetings can have a positive or negative impact on your career -- the choice is yours to either earn respect and gain opportunities, or lose respect and lose opportunities," Quast writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How letters of recommendation can give job seekers an advantage

7/14/2014

Job seekers can stand out from the crowd by providing interviewers with recommendation letters from a former boss, colleague or someone they've supervised, notes career coach Lisa Quast.

"Recommendations provide additional evidence of your skills and character based on observed behaviors that will, hopefully, help the hiring manager gain a better picture of who you are and your potential to succeed in the job," Quast writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Strategies for acing a panel job interview

5/19/2014

When facing a panel interview for a job, it's best to know your audience, career expert Lisa Quast advises. She suggests candidates find out who will be on the panel and what questions they are likely to ask. In addition, she advises job seekers to connect with each member of the panel by making eye contact and following up after the interview. "In the case of a panel interview, it means you should send a personalized thank you note to each member of the interview panel," she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Check your ego when seeking constructive criticism

7/9/2013

It can be a little frightening to ask for constructive criticism about your abilities, but getting honest feedback can better help you improve your skills and position you for promotions or new jobs, Lisa Quast writes. "Don't get defensive or try to justify any past behavior. Listen to what they have to say even if their comments bruise your ego," she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How to find a career mentor

1/3/2013

When looking for a mentor, don't limit your search to your workplace, Lisa Quast writes. Look to professional associations, community groups or even your family. "Once you find a person who agrees to be your mentor, first and foremost, make sure you share the same commitment to your expectations," she says.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

Why yelling undermines your authority

8/14/2012

Try to demonstrate your authority at work without resorting to yelling, Lisa Quast writes. "To do so, attack the problem, not the person. Human compassion and rational situation analysis will always serve you much better than yelling to get your point across," she writes.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)



Is that your gut, or your bias, talking?

8/30/2011

Trusting our gut instincts can lead to good decisions, but some simple testing can reveal that the voice you hear is really your bias talking, writes Lisa Quast. Analyze feedback from past decisions -- were they seen as right? Is the current situation like another before it with similar uncertainties? Finally, examine whether personal interests or attachments are influencing your decision.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How women can use mentoring to build future leaders

1/26/2011

Women can encourage other women through mentoring, Lisa Quast writes. Among her advice: Focus on listening and take the opportunity to teach people, not just tell them what to do.

Full Story: [Forbes](#)

More Summaries: [Lisa Quast](#)

How women can use mentoring to build future leaders

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Full Story: [Forbes](#)

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