

WORST-CASE SCENARIO®

HOW TO AVOID DOWNSIZING

MAKE YOURSELF SEEM INDISPENSABLE



Perform thankless tasks.

Offer to do the billing, track vacation or comp time, sort the mail, answer the phones at lunchtime, replace the toner, or clean out the refrigerator. Master the jobs no one else wants.



Offer to organize office social events.

Do more than your share of planning office birthday parties and making sure everyone signs the card. Organize office parties, picnics, and holiday gatherings. Maintain a password-protected database of contacts and suppliers.



Get your name out.

Write an occasional article for the company newsletter or speak at a company event.



Become the key master.

Cultivate a collection of keys and codes for as many doors and drawers as possible. Store them in a locked place.



Be the one at meetings who says, "OK, let's get started."



Be the office handyperson.

Bring your tool kit to work and fix little problems around the office.



Propose ways to save the company money.

Suggest that employees use second-day postage rather than express; turn off lights in unused offices; re-use sticky notes; recycle memos, reports, and other documents internally by using the back side for scrap paper and drafts; insert “saving the resources of our company and our country” into every conversation; and remind your boss that “a dollar not spent goes right to the bottom line.”



Start wearing glasses.

You will look more intelligent.

