

HOW TO get a payrise without begging!

You work hard but working hard isn't always enough to get a payrise. If you want to be first in line when the cash is splashed, follow these guidelines...

Payrise power #1

GET OTHERS TO TELL YOUR BOSS YOU'RE GREAT

Make sure your boss hears when you've done well. "Do it casually, so it's not OTT," says business psychologist Kate Keenan. "Say, 'I had a great letter from so-and-so saying he liked our work.'" Mention the team as it reflects well on your boss, too. If this makes you cringe, get whoever praised you to tell your boss directly.

Payrise power #2

SHOW OFF YOUR EDITED HIGHLIGHTS

If you don't get regular appraisals, give your boss updates on what you're doing and ask for feedback. "Ask your boss how they would like to approach it," says Jenny Ungless, a careers coach for Monster.co.uk. "They may want a formal memo, while others are happy with a quick chat." Make sure you act on any feedback.

Payrise power #3

BECOME Ms EFFICIENT

Looking the part is key – have a 'to-do' list and keep your desk tidy. "It doesn't look good rummaging through in-trays trying to find things," says Ungless. "Look presentable, too – keep a spare pair of tights on hand and don't get caught running at 100mph because you're late for a meeting."

Payrise power #4

GET TO KNOW YOUR BOSS'S BOSS

Believe it or not, even your firm's chief executive is a human being underneath that suit – and well worth getting to know. They may be the person who's rubber-stamping your payrise, so you wouldn't want to be just another nameless face to them. "Stick with small talk, such as recent

company news. Don't wade in discussing your salary," advises Ungless, "or they'll remember you for all the wrong reasons."

Payrise power #5

BE POSITIVE

"Enthusiasm counts for a lot," says Keenan. "Show how much you enjoy your job. If you're faced with something you don't want to do, act as though you do. You'll enjoy it more and you may even change your mind. Remember, bosses hate moaners."

Payrise power #6

FIND THEIR 'WOW FACTOR'

Every boss has priorities, so find out what your boss cares about and make sure you contribute to it. Instead of saying, "I work really hard," in pay negotiation, show them how it's benefited them personally.

Payrise power #7

BE CALM, CALM, CALM

Bosses like people who make life easier and get on with things. So try to exude calmness – even if you're panicking inside – and your boss will feel better, too. "Relate to other team members," says Ungless. "Treat others how you want to be treated. Never lose your temper. Walk away first."

Payrise power #8

TELL THEM WHEN YOU'VE SORTED SOMETHING TRICKY

If you've completed a tough task successfully, don't say, "I'm glad that's over." Show them it was challenging, but also what you learnt. They'll see you are someone who can handle responsibility.



Ward manager Jocelyn Pearson, 30, from Kent

Salary: £25,710

"I'm really happy with my salary. I've come a long way since leaving school at 16 and earned £350 a month when I was training. I went on to do my nursing degree part-time, while working on a hospital surgical ward for £11,600 a year. It was a hard slog, but I completed it in 2000. Since then I've been promoted to junior sister, then ward manager, and got a payrise each time. Next step will be matron."

Payslip Tip: "It's about experience – cover for others when they're away or learn about new departments. With more knowledge comes more money."



Plumber

Jenny France, 28,
from Doncaster

Salary: £57,000

"I was a military policewoman for 10 years, and although I was well paid (£27,000), I left last year, as I was fed up with all the travelling. I love DIY, so I did a six-week plumbing course, and have been working as a plumber for four months. I'm self-employed and, although my salary seems high, I have large outgoings as I'm still setting my business up. Within a few years, my salary could be £150,000 and I'm going to treat myself to my own house."

Payslip Tip: "If you're self-employed, look after your customers – that way, they'll come back to you."



Graphic designer

Jill Spence, 27,
from Scottish Borders

Salary: £25,000

"I started working at 21 as an assistant at a designers' studio, earning £19,500. I wanted to be a graphic designer, so I enrolled on an evening course. Then, straight after the course finished, I was made redundant, so I went back to >

