If you're a frustrated professional who feels wrongly convicted of being unexciting and just a bean counter, here are 6 tips that will make your boss and future employers stand up and take notice!

1. **Carve your own niche**

Learn a skill or technical knowledge that is indispensable to your company and hard to learn. This could be some type of software that automates your department and saves thousands of dollars or some type of procedure no one else understands.

2. **Go Beyond the Call of Duty**

Take on more than you are expected to do, volunteer to help on a project that is over deadline, help departments, go the extra mile-it will be noticed.

3. **When the boss is away, don't play - work even harder**

When the boss is out of town or off for the day, most people relax and productivity goes out the window. That is why when you work even harder when the boss is away, they love to hear that the job is done when they return and you become even more indispensable.

4. **Get credit for your department**

Don't just promote yourself. Motivate your own staff to achieve excellence. They will sing your praises for helping them gain recognition, and management will no doubt see your team leadership skills as future upper management potential.

5. **Make the boss look good**

The work you and your team do will always reflect on your boss, so make him shine. If your boss is fair and gives you your due credit, your chances for promotion will be even greater because his success rests on you.

6. **Foster client relationships**

If part of your responsibility is to deal with clients, go out of your way to impress and build a relationship with them. If this client trusts you and enjoys dealing with you because you are dependable, this will be a feather in your cap, because you are now a valuable business connection for your company, which is sure to be recognized.

By following and creating similar steps as above, you will no longer be thought of as the person who sits in the back office. You will be a valuable business tool to your company.

by Brad Leon