

Liz Cornish

Founder, First 100 Days Consulting and Author of McGraw Hill Leadership Book, **Hit the Ground Running: the Woman Leader's Guide to the First 100 Days**

Office strategy for women: Plan before the first day

By Karla Ward, Kward1@herald-Leader.Com

AUTHOR SAYS MISTAKES EARLY IN NEW JOB ARE HARD TO OVERCOME

Ensuring success in a new position starts long before hires ever set foot in the office, says Liz Cornish, author of *Hit the Ground Running: A Woman's Guide to Success for the First 100 Days on the Job*.

The Henry Clay High School and University of Kentucky graduate, who will be appearing at Saturday's Bluegrass Festival of Books at Lexington Center,

Cornish, who lives in California but returns to Lexington several times a year to visit family, said she decided to focus on the first 100 days because "that is such a critical, vulnerable time." "You can make a few errors, and it's really hard to recover," she said.

She chose to center on women because she realized during her research that they faced extra challenges. "The men were focused on what to do," she said. "The women were focused on what to do and how to be."

Although the book is aimed at women, Cornish said there's information in it for anyone taking over a new position or duties. Among her suggestions:

- Take advantage of being new by asking questions and learning all you can. "The same thing that makes a baby adorable makes a 5-year-old annoying," she said.
- "Negotiate for what you need," whether it's flexible hours, a higher budget or a better support system. She said that women, even those in high-level management positions, are sometimes too quick to give in. They should try to keep the door for negotiation open as long as possible.
- "Find out early on who's important to your success — and very early on find out what's important to them."

Reach Karla Ward at (859) 231-3314 or 1-800-950-6397, Ext. 3314.

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The Henry Clay High School and University of Kentucky graduate, who will be appearing at Saturday's Bluegrass Festival of Books at Lexington Center, said in an interview this week that women in leadership positions should learn as

much as they can and develop a plan of attack before their first day on the job.

"Take charge of your start," said Cornish, who will discuss her work at a 10 a.m. session. "Too many people show up thinking the organization's going to help them handle their transition."

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For more information on the festival, see Weekenders.

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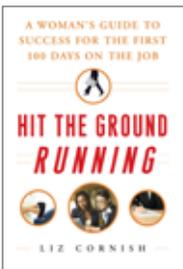
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