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In today's uncertain job market you won't find too many managers handing out new titles and promotions as freely as in the past. However, with a few strategic moves you can make yourself promotion-ready this year.

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Step 1: Make Your Intentions Known

Schedule a meeting with your direct boss letting her know that you would like to take on more responsibility. "If you don't tell people you want to take on more responsibility, how are they going to know?" says Roy Cohen, New York City career coach and author of "The Wall Street Professional's Survival Guide." Be careful, though, "rather than focus on your aspirations, frame everything in terms of what your boss wants to accomplish," advises Stefanie Smith, principal of New York executive coaching firm [Stratex Consulting](#). Ask your boss what their most important goals are for the year and let her know you would like to help her reach them. Toward the end of the meeting take the time to ask your supervisor if she'd be willing to give you monthly feedback on your performance.

Step 2: Help Your Boss Obtain Their Goals

Take the next few months to position yourself in a leadership role in an ongoing project. If this is not an option present a new project or idea that relates to the focal points your supervisor previously mapped out. Any projects that generate or save money are the most likely to translate into promotions in this or any other economy, advises Cohen. Also, always remember to draw on your own unique expertise to help you stand out in a positive way. If a project arises and you are particularly well versed be the first one to volunteer to help. It's also important to foster and maintain professional relationships with those in other departments advises Caroline Ceniza-Levine, a partner in N.Y.C. career coaching firm [SixFigureStart](#).

Step 3: Self Promote

Always offer occasional reports to your manager showing your progress and achievements. "When it's time for your review," says Smith, "your boss will look through those updates." Also, celebrate the victories of your coworkers, this can, in turn, toot your own horn indirectly, adds Paul Copcutt of Square Peg Solution, an Ontario personal-branding firm. Sometimes, a colleague or

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subordinate may excel on a project in which you've had a hand in; by exalting them you will receive recognition as well. Lastly, this is a tricky one, consider asking coworkers who are pleased with something you've helped them with to e-mail your manager, says Ceniza-Levine. Your boss will feel more comfortable giving you a promotion knowing that those you work directly with are pleased with your performance and work ethic.

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