



12 steps to success with IBM Connections

Here are twelve social habits to consider to become socially anchored in your organization

01

Build your network



Add or follow someone

Building your network is the single most important action you can take to accelerate and sustain your success and your organization's.

02

Advertise your skills



on your profile

Showcase your expertise, projects, clients on your profile so you can be found!

Don't forget to keep your tags and links current as you grow your professional skills.

ADD someone you frequently work with. With your mutual consent, updates will appear on both people's homepage news feed.

FOLLOW someone whose work you are interested in. Updates appear on the follower's news feed. No approval needed.

03

Update your status every day



Work out loud

Effective status updates share links, important information and anything that might benefit your network and followers. Leverage #hashtags and @mentions.

04

Bookmark in Connections



Help yourself and others

By creating your bookmarks in Connections, you automatically share your discoveries with others, who may not only benefit but as well improve upon that for your benefit. As well, the reference is an organized space available from any device you are using.

By making your work visible in such a way that it might help others, you can build a purposeful network which improves your effectiveness and may provides access to more opportunities.

05

Stop sending files in emails

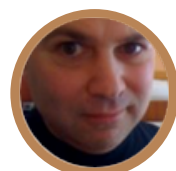


One version of the truth

Sending attachments in emails exposes your correspondents to confusion, with multiple versions circulating, some perhaps reaching obsolescence.

06

Stop doing work in emails



Use Activities

Better tools exist and support you better for a timely delivery.

Plan your PERSONAL WORK in activities, public or restricted, that can be shared in multiple communities.

TEAM ACTION ITEMS can be planned more effectively in communities or activities.

Improve control by sharing centrally stored files. Readers always get the latest version. An audit trail of updates and downloads builds automatically.

07

Create a wiki for your department



Co-create

Wikis are great to organize topics hierarchically which helps co-creation, conceptualisation and understanding.

Wikis include versioning and access control. Great for the co-authoring of procedures, news, information, wikis support rich text, HTML and markup.

08

Create a self-help forum



Q&A on hot topics

Foster the exchange of knowledge and particularly experience by setting up thematic forums. Contrary to a wiki, forums are collections of questions. They provide better clarity and tracking to turn outstanding questions into answered ones.

09

Follow



People, wikis, blogs, forums and communities

Don't worry about having to visit everything for news, let the news come to you by subscribing to it.

Look for the option in the upper right hand corner: it's your ticket to receiving automatically the latest information of interest!

10

Check your activity stream daily



and comment on others contributions

Your activity stream allow you to understand and become aware of happenings. Listen at scale through your activity stream delivering snippets from the sources you follow. Stay connected to the reality through regular checks and by participating to the conversation.

11

Only create mission driven communities



Best practices

For vibrant and valuable communities:

- Carve out your niche expertise and deliver!
- Integrate your community into a business process.
- Plan navigation aids to guide visitors.
- Publicize posts through status updates or newsletters.
- Sharing content with other communities.
- Plan incentives for content creation.
- Plan interaction between members including live meets!

12

Lead by example



People will look at your posts for guidance. Be diligent and consistent. Post content for people and let them know (@). Support others by reacting to posts with likes and valuable comments. If you don't like writing, post relevant pictures or industry articles.

- 01 Francois Nasser, Director Worldwide Lab Services and AVP
- 02 Denny Moritz, Program Director
- 03 David Narunsky, Project EverClear administrator
- 04 Joe Baxter, Customer Success Manager
- 05 Diana Saunders, Customer Success Manager
- 06 Gideon Sheps, Onboarding Coordinator

- 07 Jim Cavalier, Onboarding Coordinator
- 08 Peter Schlafmann, Customer Success Manager
- 09 Atsushi Sato, Customer Success Manager
- 10 John Carney, Onboarding Coordinator
- 11 Kurt Neff, Deployment Coordinator
- 12 Sanders Slavens, Vice President Services, Support, Success