

# Managing Up

## *7 Ways to Build a Strong Relationship with Your Boss*

*"If you think about what your boss needs from you **ahead** of what you need from your boss, eventually you will get what you want from them."*

-Del Gilbert

### **1. KEEP THEM INFORMED**

Bosses don't like to be surprised by things they should have known about. Be pro-active in communicating successes, challenges, events, incidents, etc.

### **2. WITH EVERY PROBLEM, BRING A SOLUTION**

Don't drop problems in their lap. If you have a dilemma or decision to make, also bring a proposed solution. You want to come across as solution-oriented, not problem-oriented.

### **3. SEEK OUT THEIR EXPECTATIONS AND PRIORITIES**

Let them know where you are focusing your time and energy. Ask them if that is in alignment with their expectations and priorities.

### **4. ADJUST TO THEIR STYLE**

Figure out how your boss likes to communicate and adjust accordingly. Face-to-face or email. Structured or casual. Bottom-line or details.

### **5. PUT THEM IN A POSITIVE LIGHT**

Your goal should be to make your boss' job easier and help them succeed. Be supportive. Speak well of them.

### **6. GIVE THEM POSITIVE FEEDBACK**

Everyone needs to feel appreciated. Recognize them for what they do well. They may not be getting it from above.

### **7. ASK TO LIGHTEN THEIR LOAD**

Ask them if you can do anything to help or take something off their plate. This shows initiative and a your desire to go the extra mile.