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## Different Actions to Work Smart with Your Boss

A smooth working association with the boss can have an important impact on your overall job satisfaction and morale.

We've all worked for the do-nothing boss who shoots down every attempt at independence from any of his subordinates. In such instances, you must strive to balance satisfying your manager and motivating results.

Here are some pointers on how to construct an improved working association with your boss.

### *Think likely the Boss's Require*

Nobody will appeal more to your supervisors than anticipating their desires. Instead of providing the manager the routine results, try delivering something above and beyond. Predict what will be required of your direct supervisor. Move to meet the need before he/she knows the information is required. Anticipating the need builds trustworthiness and reputation. This demonstrates a passion for the mission and an ability to develop a vision.

### *Set up usual conference time*

Usual one-on-one contact with the boss will help you know his/her outlook and also discuss concerns. Don't wait for the boss to call on you. It's your job to seek time and strengthen the relationship.

You do not need to be specific about the issues when you do this. Simply state that you have some concerns to discuss, and want to be sure that you will both have time to tackle them without interruption.

### *Exchange a few words regularly*

Exchange a few words with your peers and particularly those above you in different proficiency areas. Build up a sense of what is going on in the corporation. Find solutions for leading managers outside of your immediate department. Meet with them monthly for lunch.

### *Identify the ideal method of communication*

Learn your superior's favorite method of receiving information. One of the top ways is to give them



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the information on the overall **work position**, whether it's an immediate email, a full report, alternatives and evaluations of those alternatives, or merely a bullet point list of information. It's important to know whether your boss prefers emails, phone calls or meetings to receive information. This can be important particularly when you don't clearly understand your task and need clarification.

### *Don't Waste Boss' Time*

Lack of homework is a killer when it comes to build a positive relationship with the boss. Don't misuse his/her time; come organized to meetings and also be flexible to set aside your agenda and update if they need to discuss an issue with you. Become their sounding board. Be prepared with your own ideas for a solution, and advise them if you are not satisfied with the solutions offered.

### *Become observable*

Most workers want to work for an '**ideal boss**', even your boss wants an 'ideal player' in their team. Position yourself as a go-to person for him/her know that you might get assignments that are tough to perform because they have come to count on you to deliver.