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## Getting Your Boss to Approve Your Flexible Schedule

Work-life balance is a very important aspect that many working parents are struggling to find a workable solution to. On one hand the present day economy does not permit one parent to stay at home as a home-maker; on the other hand, when both parents work, the children and family in general gets pushed on the back burner, generating guilt trips, work exhaustion, and in general a feeling of dissatisfaction.

Does this sound familiar to you? If yes, you might benefit from a flexible schedule. Here is how you can get your boss to approve it for you:

1. **Find out Whether Your Company Offers it as a Work Benefit** - Before putting your case across, you need to find out whether your company has it on their benefit list. If yes, all you need to do is get aligned to the eligibility criteria listed there. If not, work out a plan to convince your boss that approving a flexible work schedule for you would be good for the company - as well as yourself.
2. **Plan and Anticipate all Bottlenecks** - A flexible work schedule for you would affect first of all how people access you when you are working from home. Make sure that you minimize the inconvenience that this creates. Talk to your co-workers and explain beforehand that you would need their cooperation. It is possible that your boss would ask them if they would find it workable if you were approved flexible time. If they are prepared for the question, it is most likely that they would cooperate with you and give a green signal to your boss.
3. **Work out a Plan of Work with Clear-cut Work Indicators** - The initial 2-3 months are critical to the success of your proposal. Have a plan ready that shows clear and measurable quality and quantity indicators so your boss would not think that flexible hours would mean he would lose out on your productivity. Highlight the fact that your productivity (and that of your team's) would actually increase through this arrangement.
4. **Be Reasonable about the Flexibility You are Asking For** - Do not go overboard with the request. Start with the minimum you need, as your boss would initially feel he is taking a risk by approving your proposal. When you start with the minimum you make it easier for him to approve as the risk of office disruption is minimal. You can extend your flexible schedule after you win his trust by giving an exemplary performance. The better you perform, the better chances you have for your boss to consider your future proposals favorably.