

Managing Your Boss

A One Page Career Advancement Cheat Sheet

Know Your Boss

- Understand Their Goals & Pressures
- Identify Their Work Style
- Learn Their Strengths & Weaknesses
- Know Their Preferences



Communicate Effectively

- Keep Them Informed
- Be Clear & Concise
- Adapt to Their Communication Style
- Listen Actively



Be Proactive

- Anticipate Needs
- Take Initiative & Solve Problems
- Offer Solutions, Not Just Issues
- Follow Through on Tasks



Build Trust & Credibility

- Be Reliable & Honest
- Meet Deadlines
- Admit Mistakes & Learn
- Maintain Confidentiality



Align with Priorities

- Align with Company Objectives
- Support Their Key Initiatives
- Focus on What Matters Most
- Show Results



Manage Up & Lead Up

- Provide Insight & Feedback
- Offer Solutions, Not Problems
- Be a Resource, Not a Burden
- Show Leadership & Initiative



★ Key Tips for Success ★

- Be Professional & Respectful
- Stay Positive & Solution-Oriented
- Adapt & Be Flexible

