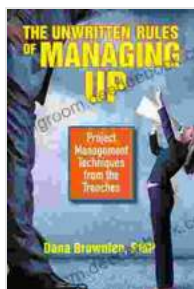


The Unwritten Rules of Managing Up: A Comprehensive Guide to Success

Managing up is a critical skill for career success. It's the ability to effectively interact with your superiors in a way that builds relationships, advances your career, and benefits the organization.

While there are many written resources on managing up, there are also a number of unwritten rules that are essential to know. These rules are often unspoken, but they can have a major impact on your success.

In this article, we'll explore the 10 unwritten rules of managing up. These rules will help you build strong relationships with your superiors, advance your career, and achieve success in your organization.



The Unwritten Rules of Managing Up: Project Management Techniques from the Trenches

by Dana Brownlee PMP

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The first step to managing up is to understand your boss's goals and objectives. This will help you align your work with their priorities and make it more likely that you'll succeed.

To understand your boss's goals and objectives, you can:

- **Ask them directly.** This is the most straightforward way to find out what your boss wants.
- **Observe their behavior.** Pay attention to what your boss talks about, what they prioritize, and how they spend their time.
- **Read their emails and other communications.** This can give you insights into their thinking and priorities.

Once you understand your boss's goals and objectives, you can start to tailor your work to meet them. This will help you build a strong relationship with your boss and make it more likely that you'll succeed in your role.

One of the best ways to manage up is to be proactive. This means taking initiative and solving problems before your boss even knows they exist.

To be proactive, you can:

- **Identify potential problems and develop solutions.** Don't wait for your boss to come to you with a problem. Instead, be proactive and identify potential problems yourself.

- **Offer help to your boss.** If you see that your boss is overloaded with work, offer to help out. This will show that you're a team player and that you're willing to go the extra mile.
- **Take ownership of your work.** Don't be afraid to take ownership of your work and make decisions. This will show your boss that you're capable and that you can be trusted.

Being proactive is a great way to show your boss that you're a valuable asset to the team. It will also help you build a strong relationship with your boss and make it more likely that you'll succeed in your role.

Everyone likes to be around positive and enthusiastic people. This is especially true for bosses. If you want to manage up effectively, it's important to be positive and enthusiastic about your work.

To be positive and enthusiastic, you can:

- **Focus on the positive aspects of your work.** Even if you're facing challenges, try to focus on the positive aspects of your work. This will help you stay motivated and productive.
- **Be grateful for your job.** Remember that you're lucky to have a job. Be grateful for your job and show your boss that you appreciate it.
- **Be a team player.** Be a team player and help your colleagues out. This will create a positive work environment and make it more likely that you'll succeed.

Being positive and enthusiastic is a great way to build relationships and make a good impression on your boss. It will also help you stay motivated

and productive in your work.

Respect is essential in any relationship, but it's especially important in a manager-employee relationship. Always be respectful of your boss, even if you don't agree with them.

To be respectful, you can:

- **Listen to your boss.** When your boss is talking, listen to them attentively and don't interrupt.
- **Disagree respectfully.** If you disagree with your boss, do so respectfully. Don't be argumentative or confrontational.
- **Follow your boss's instructions.** Even if you don't agree with your boss's instructions, follow them as best you can.

Being respectful is a great way to build a strong relationship with your boss. It will also show your boss that you're a mature and professional employee.

Honesty and ethics are essential in any relationship, but they're especially important in a manager-employee relationship. Always be honest with your boss, even if it's difficult.

To be honest and ethical, you can:

- **Tell the truth, even when it's difficult.** Even if it's difficult, always tell the truth to your boss.
- **Be fair and impartial.** When making decisions, be fair and impartial. Don't let personal relationships influence your decisions.

- **Maintain confidentiality.** Don't gossip about your boss or other employees. Maintain confidentiality and keep your boss's secrets.

Being honest and ethical is a great way to build trust with your boss. It will also show your boss that you're a reliable and trustworthy employee.

Your boss is human, just like you. They have good days and bad days. Be supportive of your boss, even when they're having a bad day.

To be supportive, you can:

- **Offer encouragement.** When your boss is having a bad day, offer encouragement. Let them know that you're there for them and that you believe in them.
- **Be a sounding board.** If your boss needs to talk, be a sounding board. Listen to them and offer your support.
- **Help your boss succeed.** Do everything you can to help your boss succeed. This will make your boss look good and it will reflect well on you.

Being supportive is a great way to build a strong relationship with your boss. It will also show your boss that you're a team player and that you're committed to their success.

Everyone faces problems at work. When you face a problem, don't bring it to your boss. Instead, try to solve it yourself.

To be a problem solver, you can:

- **Identify the root cause of the problem.** Once you identify the root cause of the problem, you can start to develop solutions.
- **Develop multiple solutions.** Don't just come up with one solution. Develop multiple solutions and evaluate them carefully.
- **Present your solutions to your boss.** Once you have developed multiple solutions, present them to your boss. Be clear and concise in your presentation.

Being a problem solver is a great way to show your boss that you're a valuable asset to the team. It will also help you build a strong relationship with your boss and make it more likely that you'll succeed in your role.

Communication is essential in any relationship, but it's especially important in a manager-employee relationship. Always communicate clearly and concisely with your boss.

To be a good communicator, you can:

- **Speak clearly and concisely.** When you speak to your boss, speak clearly and concisely. Avoid using jargon or technical terms that your boss may not understand.
- **Listen actively.** When your boss is talking, listen actively. Don't just wait for your turn to speak. Ask questions and clarify your understanding.
- **Be responsive.** Respond to your boss's emails and phone calls promptly. This will show your boss that you're responsive and that you care about their time.

Being a good communicator is a great way to build a strong relationship with your boss. It will also help you avoid misunderstandings and make it more likely that you'll succeed in your role.

Never stop learning. The business world is constantly changing, so it's important to stay up-to-date on the latest trends.

To be a learner, you can:

- **Read industry publications.** Read industry publications to stay up-to-date on the latest trends.
- **Attend industry events.** Attend industry events to network with other professionals and learn about new trends.
- **Take courses.** Take courses to develop new skills and knowledge.

Being a learner is a great way to show your boss that you're committed to your professional development. It will also help you stay ahead of the curve and make it more likely that you'll succeed in your role.

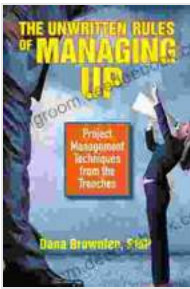
Last but not least, be yourself. Don't try to be someone you're not. Your boss will appreciate your authenticity.

To be yourself, you can:

- **Be genuine.** Be genuine and don't try to be someone you're not. Your boss will appreciate your authenticity.
- **Be honest.** Be honest with your boss about your strengths and weaknesses. This will help your boss understand you better and help you develop your skills.

- **Be respectful.** Be respectful of your boss and other employees. This will create a positive work environment and make it more likely that you'll succeed.

Being yourself is a great way to build a strong relationship with



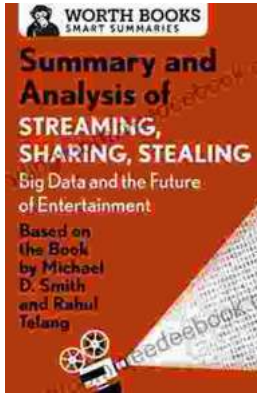
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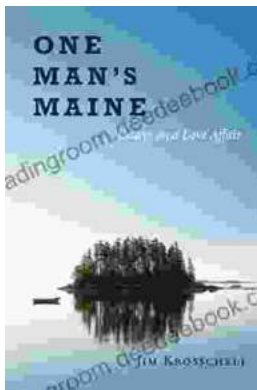
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