

Helping Your Boss Help You



- ❖ Ask for clarification before beginning tasks. Make sure you know exactly what is expected and the deadline for completion.
- ❖ Clarify your responsibilities. Make a list of what you see as your responsibilities and compare with a list made by your supervisor. Have an open discussion with the goal of improving your effectiveness.
- ❖ Keep a time log for one week to document how your time is really spent. Concrete evidence carries more weight than whining. Be accurate and specific in your recording. How much time do time wasters consume?
- ❖ Take the initiative to help your supervisor understand your job more completely. Suggest timesaving approaches.
- ❖ Chart interruptions. Look for patterns.
- ❖ Problem solve with your boss to minimize time robbers.
- ❖ Be an effective meeting participant (Arrive on time, stay on task, come prepared).
- ❖ Convey your complaints in a mature, assertive fashion. Use “I statements” rather than “you statements.”
- ❖ Make deposits to your psychological bank account with your boss and co-workers. You can't make withdrawals later if you haven't invested in the relationship.
- ❖ Respect the time of others.
- ❖ Learn how to terminate conversations.
- ❖ Meet daily or weekly with your supervisor to establish priorities. When unsure of the priorities, ask.
- ❖ Develop a color-coded system (dots or file folders) to indicate priorities. For example:
 - Red= needed immediately
 - Blue = by end of the day
 - Yellow = next 2-3 days
 - Green = whenever you get time