

Episode 63: How do you manage upwards?



Today we are going to focus on managing upwards or to your bosses.

1. Why should you manage upwards

Most senior people are working on 4 or 5 complicated problems or issues.

These are not the same for each person and are company and role specific too.

Chances are you are not on that list and probably don't want to be.

But we all know that 'out of sight' can be 'out of mind'.

The implication is that when your boss can't see you, they aren't thinking about you.

However, there may be times when you need your boss's help

Key is giving your boss enough information and input.

That way they will use their influence to help and reward you for what you do.

2. How to manage upwards

To some extent, your boss will not know how much good work you are doing if you don't tell them.

They also will not know what obstacles you overcome unless they understand them.

The key to managing upwards is setting expectations and being seen to deliver on them.

Agree with your boss what needs doing and do it!

Let them understand the challenges and how you are progressing to fix them.

Send a weekly or monthly report on how you are doing. Better still, get a regular review

3. What not to do

Problems start when you lose balance in these communications.

Too much can be worse than too little – don't be a pest.

Asking for advice and guidance is good – looking like you don't know what you are doing is bad.

Find out how your boss likes to get information and supply it that way.

Bottom Line: When bosses don't know what you did, they can't reward you for it. They have other things on their minds, don't make yourself one of their big issues.