

Contact Us ([/jobs/contact-us/](https://www.mediabistro.com/jobs/contact-us/))

Sign In (<https://www.mediabistro.com/sign-in-selection>) | Register (<https://www.mediabistro.com/sign-in-selection>)



(<https://www.facebook.com/mediabistro>)  (<https://twitter.com/mediabistro>) 

 (<https://www.linkedin.com/company/mediabistro>)  (<https://www.instagram.com/mediabistro>)

mediabistro (<https://www.mediabistro.com>)

POST A JOB



SKILLS & EXPERTISE ([HTTPS://WWW.MEDIABISTRO.COM/CAREER-ADVICE/CLIMB-THE-LADDER/SKILLS-EXPERTISE/](https://www.mediabistro.com/career-advice/climb-the-ladder/skills-expertise/))

Do These Simple Things Today To Win Over Your Boss

How to take the lead when communicating with your higher-ups

By Joel Schwartzberg
(<https://www.mediabistro.com/contributor/joel-schwartzberg>)
@joeljest
(<http://twitter.com/joeljest>)

SHARE



You may have only one career, but you have two key jobs. The first is doing whatever you were hired to do. The second—and just as important if you plan on staying—is keeping your boss happy with you, otherwise known as “managing up.”

Being seen by your manager in a positive *and* productive light will not only make things easier day to day; it may also be a deciding factor when executives are considering promotions or downsizing staff. Below, some workplace experts share the lowdown on successfully managing up.

1. Show Up On Time

Also on Mediabistro

You don't really need an expert telling you this, do you? Getting to work on time will not always earn you points, but consistently showing up late is a sure way to lose them.

Being at the office when needed—and at least visible when not needed—reinforces your dedication and work ethic and builds trust. Why blow something so completely under your control?

2. Listen Up

When in meetings with your manager, your biggest job is not to talk, but to listen. “Managers like to have the floor and go on and on,” says **Marian Thier**, executive coach and author of *Coaching C.L.U.E.S.* (<http://www.amazon.com/Coaching-C-L-U-E-S-Solutions-Practical-Professionals/dp/1857883373>) “Your job is to get to the essence of the message. That can only be done with 100 percent full attention.”

Also, think twice—make that three times—before interrupting your boss. It's rarely worthwhile to break her line of thought, no matter how brilliant your input is.

3. Ask Good Questions

Asking good questions can be self-rewarding, whether or not you get good answers. “By asking really smart, probing questions, you show interest, grasp of the subject and flattery,” explains Thier.

One good approach is to rephrase your manager's concern or suggestion back to him and ask if you understood it correctly. But be careful not to ask a question already answered. One response you don't want to hear from your



What Hiring Managers
Want to See in New
Marketers

(<https://www.mediabistro.com/get-hired/job-search/what-hiring-managers-want-in-marketers/>)



How I Turned a
Passion for Video Into
a Burgeoning Career

(<https://www.mediabistro.com/be-inspired/advice-from-the-pros/video-producer-success-tips/>)

supervisor is “As I said before...” (Refer back to Tip #2).

4. Keep Your Manager In the Loop

Morgan Norman, VP of marketing at Switch.co

(<https://www.switch.co/>) and former co-founder and CEO of WorkSimple, says it’s critical for workers to keep their bosses “informed on every goal, including progress, problems and the ultimate outcome of the objective.”

Norman says that soliciting feedback is also key. “This not only makes a manager happier, but also allows them to monitor their workforce better,” he explained.

How do you keep from sharing too much or too often with your manager?

Christina T. Schlachter, author of *Leading Business Change for Dummies* (<http://www.amazon.com/Leading-Business-Change-For-Dummies/dp/111824348X>) and CEO of the consultancy SheLeads, says it pays to just ask.

“Take the lead in determining communication. Don’t wait for your boss to do it,” Schlachter says. “Ask your manager how often he or she wants to hear from you and in what form.”

5. Be Clear in Meetings

Not every meeting should be a brainstorming session. Before sitting down by yourself or with others in your boss’ presence, plan your thoughts in advance to avoid rambling and to strengthen your position. Thier says your goal is to be “clean, clear, and quick.”

“I once had a boss who told me his job was not to listen to me thinking out loud,” says Thier. “He suggested that I think beforehand and come to him with three clear points.”

In addition to keeping the meeting moving, presenting direct and complete ideas also projects efficiency and smarts. (Note: Your manager can ramble all he wants.)

6. Tell Your Manager What You Need

Managing up doesn't mean saying yes to every request; that can cause trouble later if you become overwhelmed.

“Communicating requires you to be open about your needs rather than assuming your manager understands what’s going on,” says career coach **Deborah Howard**, president of Guiding Change Consulting (<http://www.guidingchange.com/>).

“Learn to say, ‘I’ll be happy to work on this project, and I’m also working on these three other projects, so how would you like me to prioritize them?’” Asking for help with prioritization is something managers like, because it really says “I want to do all I can.”

7. Be a Team Player

Your boss probably manages a team, so it helps for you to play nice with your colleagues. Team friction just makes life harder for him. So, offer your help, be polite and resist the urge to gossip.

Often, it's not the most talented person who rises to the top, but the one who people actually like working with.

Like what you're reading? Sign up to get our best career advice and job search tips.

SIGN UP

Share link: <http://mbist.ro/1OwJXCH>



Topics: Climb the Ladder (<https://www.mediabistro.com/career-advice/climb-the-ladder/>), Skills & Expertise (<https://www.mediabistro.com/career-advice/climb-the-ladder/skills-expertise/>)



Associate Director, Digital
 (https://www.mediabistro.com/jobs/description/380685/associate-director-digital/?TrackID=161507&utm_campaign=MB.com+Article+Sidebar+Spotlight+Jobs)
 American Media
 New York City, New York

TrackID=161507&utm_campaign=MB.com+Article+Sidebar+



Commerce Writer
 (https://www.mediabistro.com/jobs/description/380595/commerce-writer/?TrackID=161507&utm_campaign=MB.com+Article+Sidebar+Spotlight+Jobs)
 American Media
 New York City, New York (US)

TrackID=161507&utm_campaign=MB.com+Article+Sidebar+



**Business Owner/ Ad Sales
 Publisher in Travel Media**
 (https://www.mediabistro.com/jobs/description/380193/business-owner-ad-sales-publisher-in-travel-media/?TrackID=161507&utm_campaign=MB.com+Article+Sidebar+Spotlight+Jobs)
 TravelHost
 Work from home

travel-media/?

TrackID=161507&utm_campaign=MB.com+Article+Sidebar+



Account Manager
 (https://www.mediabistro.com/jobs/description/379804/account-manager/?TrackID=161507&utm_campaign=MB.com+Article+Sidebar+Spotlight+Jobs)
 Global Traveler International
 19067

TrackID=161507&utm_campaign=MB.com+Article+Sidebar+



Podcast: Account Manager
 (https://www.mediabistro.com/jobs/description/379811/podcast-account-manager/?TrackID=161507&utm_campaign=MB.com+Article+Sidebar+Spotlight+Jobs)
 American Media
 New York City, New York

account-manager/?

TrackID=161507&utm_campaign=MB.com+Article+Sidebar+

(<https://www.mediabistro.com/jobs>)

No related articles were found.

Find a Job (<https://www.mediabistro.com/jobs/openings/>)

Training (<https://www.mediabistro.com/online-training-courses/>)

Career Advice (<https://www.mediabistro.com/career-advice/>)

Membership (<https://www.mediabistro.com/avantguild/>)

Copyright © 2018 Mediabistro Holdings LLC

[Terms & Conditions](https://www.mediabistro.com/terms-of-use/) (<https://www.mediabistro.com/terms-of-use/>) | [Privacy Policy](https://www.mediabistro.com/privacy-policy/) (<https://www.mediabistro.com/privacy-policy/>)

[\(https://www.facebook.com/mediabistro/\)](https://www.facebook.com/mediabistro/)