

The Unwritten Rules Of Managing Up

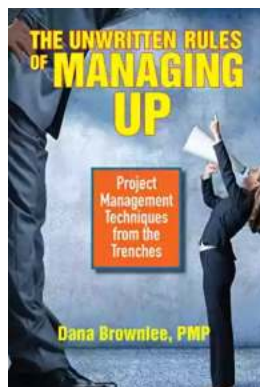
Managing up is a crucial skill in the workplace that often goes unnoticed. It involves effectively navigating the complex relationships with your superiors and ensuring you meet their expectations while staying true to your own goals and responsibilities. While there may not be a manual on managing up, there are certain unwritten rules that can significantly improve your chances of success.

1. Understand your manager's priorities

To effectively manage up, it is essential to gain a deep understanding of your manager's priorities. Take the time to have open and honest conversations with them about their expectations, goals, and areas of focus. By aligning your own work with these priorities, you will gain their trust and be seen as a valuable team member.

2. Anticipate their needs

Anticipating your manager's needs is a valuable skill that can set you apart. Pay attention to their preferences, communication style, and the way they like to receive updates. By proactively addressing their needs, you can save them time and energy, making their job easier and demonstrating your commitment to their success.



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

by Dana Brownlee PMP (Kindle Edition)

★★★★☆ 4.3 out of 5

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3. Communicate effectively

Clear and concise communication is essential when managing up. Be proactive in providing regular updates regarding your progress, challenges, and any potential roadblocks. Keep your manager well-informed to ensure they are aware of your contributions and the value you bring to the team. Additionally, actively listen to their feedback and take it into consideration while making decisions.

4. Build a strong working relationship

Building a strong working relationship with your manager is crucial in managing up. Take the time to understand their working style, preferences, and interests. Find common ground and establish rapport to foster a sense of trust and mutual respect. This will allow you to navigate challenges more effectively and work collaboratively towards shared goals.

5. Take ownership and show initiative

One of the most important unwritten rules of managing up is taking ownership of your work and showing initiative. Be proactive in identifying opportunities for improvement and taking on additional responsibilities. By going above and beyond, you not only demonstrate your commitment to the organization but also position yourself as a valuable asset to your manager.

6. Manage conflicts professionally

Conflicts in the workplace are inevitable. When managing up, it is essential to handle conflicts professionally and constructively. Approach conflicts with a solutions-oriented mindset and focus on open communication and compromise. This will help maintain a positive working relationship with your manager and ensure that conflicts do not hinder your progress or career growth.

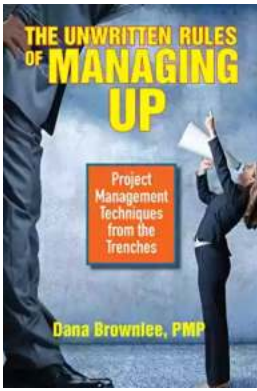
7. Continuously seek feedback

Feedback is essential for personal and professional growth. Actively seek feedback from your manager and be receptive to their suggestions and criticism. Use their feedback as an opportunity to improve and learn. By demonstrating that you are open to feedback and actively working towards self-improvement, you will earn the respect and trust of your manager.

8. Show respect and professionalism

Respect and professionalism should be at the forefront of all your interactions when managing up. Treat your manager with respect, regardless of any differences in opinion or communication styles. Maintain a high level of professionalism in your work, attitude, and behavior, setting a positive example for others. This will contribute to a healthy work environment and solidify your reputation as a reliable and trustworthy employee.

While the unwritten rules of managing up may not often be discussed, they are essential for navigating the complex dynamics of the workplace successfully. By understanding your manager's priorities, anticipating their needs, communicating effectively, building a strong working relationship, taking ownership and showing initiative, managing conflicts professionally, seeking feedback, and demonstrating respect and professionalism, you can position yourself for ongoing success in managing up.



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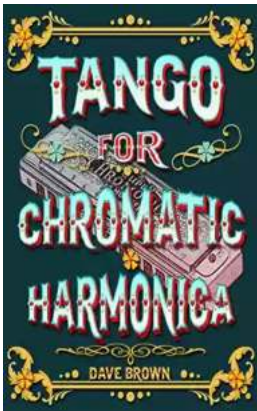
What do you do when the biggest threat to your project is your boss? It's not that your boss is out to get you. In fact, bosses generally mean well. But clueless leadership from a well-intentioned boss can sometimes cause more damage than a criminal mastermind tying your project to the railroad tracks.

The Unwritten Rules of Managing Up provides refreshingly practical and candid insight into the best practices and techniques that project managers have successfully used for decades to manage a wide variety of senior-level stakeholders—ranging from perfectly competent and pleasant to downright dysfunctional and inept.

While managing up is an incredibly valuable skill for virtually any type of boss (not just the difficult ones), the book includes recommendations for managing six particularly challenging—and common—types of senior leaders. They are the

bombastic Tornado, who takes over meetings without realizing it; the Wishful Thinker, who regularly asks the impossible; the Clueless Chameleon, who can't quite decide what he or she really wants (but still holds you responsible for delivering it); the MIA Boss, who is just not around enough; the Meddlesome Micromanager, who hovers and insists you complete a task his or her way; and the Naked Emperor, who falls in love with his or her own crazy ideas. Brownlee also offers basic techniques to use with any boss, even a great one.

This book is not just for professionals seeking to enhance their workplace effectiveness but also for senior leaders interested in addressing their blind spots and coaching others toward a more collaborative, results-focused leadership approach.



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