Are You Managing Up?

Managing up, also known as “managing” your boss, is when you do everything you can as the employee to make your manager’s job easier. In return, you will be considered a valuable asset to your manager, your team, and the organization you work for.

According to Rosanne Badowski, co-author of Managing Up: How to Forge an Effective Relationship With Those Above You, managing up is akin to becoming indispensable. The goal of this underrated technique is to come up with win-win-win solutions that will benefit everyone in the workplace. You win, your manager wins, and the organization wins.

To manage up, look for opportunities to offer fresh ideas that can enhance your manager’s work.

Consider some of the following tips:

Get to know your boss — Getting to know your boss as a person is good. What’s better is learning your boss’s preferences when it comes to various aspects of your work, such as when and how to deliver reports. Never assume you know what your manager is expecting of you. Always ask to be sure.

Volunteer — If your manager is looking for someone to help out, be the first person to put your hand up and volunteer.

For every problem, have a few solutions — Your goal is to support your boss. When you consult him or her about a difficult work-related situation, make sure to have a few suggested solutions ready to bring to the table.

Go above and beyond — Don’t just do the bare minimum that you’re asked to do. Anticipate next steps and have answers prepared in case your manager has questions.

Communicate — Insist that communication be two-way. Speak with your manager daily in person, through e-mail, or over the phone. Keep your boss up-to-date on your progress with tasks at hand. Ask for feedback.

Be honest — Always tell your supervisor the truth, even if it’s not good news. Lies of omission are not advisable either.

Have a good attitude — Avoid whining or complaining. Strive to be positive and helpful in all situations.

Be loyal — Don’t talk badly about your boss to other employees. Also, avoid going over your manager’s head when making decisions. Run everything by your boss first, unless his or her behavior is illegal or causing harm.

Fast Facts

Flip-Flops: Are They Harmful to Your Career?

The dog days of summer are here, which means flip-flops are back in season. They may be “in” when it comes to outdoor activities, but does the same go for the workplace? Monster.com surveyed workers to see how they felt about casual dress in the workplace. Take a look:

- 77%: Flip-flops look unprofessional.
- 11%: Flip-flops are generally acceptable attire.
- 7%: They’re okay, but I personally don’t like seeing feet at work.
- 5%: Flip-flops are acceptable only for women.
10 Things You Should Do at the Start of Each Work Day

Starting your day off on the right foot can just about guarantee a productive, stress-free day – even beyond the hours you spend in the workplace. “How you begin your morning often sets the tone and your attitude for the day. It can also derail or direct your focus. If you remain committed to good morning work habits, you won’t fall prey to feeling unproductive and distracted at the end of the day or week,” says Lynn Taylor, a national workplace expert and author of *Tame Your Terrible Office Tyrant; How to Manage Childish Boss Behavior and Thrive in Your Job*.

To set yourself up for success, create a morning routine that will work for you. Need help getting started? Here are 10 things all workers should do when they arrive at work each morning:

1. **Arrive on time.** You can even be an overachiever and get there early! A timely start will get your brain juices flowing.

2. **Take a deep breath.** Literally. You’ve successfully made it through your morning commute. Take a celebratory 5 minutes to pause, breathe, and transition yourself into your work tasks.

3. **Eat a well-balanced breakfast.** Take advantage of the most important meal of the day. A healthy breakfast will boost your energy levels so you can remain motivated throughout the day.

4. **Start each day with a clean slate.** Projects and tasks may roll over from the previous day, but try to “tap into what’s happening at the outset of the day, get organized and ready, or hit the ground running,” saying David Schindler, founder of The Employability Hub.

5. **Organize and prioritize.** Before you indulge in your overflowing e-mail inbox, make a to-do list – and stick to it. Focus primarily on the items that you must accomplish that day.

6. **Be physically and mentally present.** Your best work requires alertness. Feeling drowsy? Grab some caffeine or put on an up-beat song to get yourself moving.

7. **Check in with colleagues.** A quick 5-10 minute team huddle in the morning will cultivate a group focus and keep everyone in the loop on important goals for the week.

8. **Organize your workspace.** A clean desk will spark clear thinking. Sort papers and notes by project and keep your to-do list at the forefront.

9. **Remind yourself why you’re there.** Identify the purpose of your job. Recognizing your importance will help you produce better work.

10. **Mix things up.** Don’t get stuck in your ways! Switch up your routine every week or every other week to add some variety to your morning. It will keep things exciting.

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**Something Fun**

Summer time! That means parents have extra time to spend with their children. What better way to engage in classic fun with family and friends than to visit an amusement park. See what Travel Channel fans deemed some of their favorite water, amusement, and theme park picks.

1. **Cedar Point** – Sandusky, Ohio
2. **Walt Disney World’s Magic Kingdom** – Lake Buena Vista, Florida
3. **Hershey Park** – Hershey, Pennsylvania
4. **Knott’s Berry Farm** – Buena Park, California
5. **Dells Water Parks** – Wisconsin Dells, Wisconsin
6. **Six Flags Magic Mountain** – Valencia, California

**Happy SysAdminDay!**

Celebrate your System Administrator’s accomplishments this month! The 15th annual System Administrator Appreciation Day, or SysAdminDay, falls on July 25th this year. Remember to offer a handshake and a heart-felt “thanks!” to your hardworking IT team.

Learn more about SysAdminDay at [www.sysadminday.com](http://www.sysadminday.com).