

How to Impress Your Boss and climb the ladder of corporate success

7 amazing little secrets every employee must know.



How often have we come across employees in our company who are extremely knowledgeable with some great experience behind them but still in the lower levels of Management and stuck there for years? In fact they may never make it to the top and will eventually retire without really getting to a position in the company that they really deserved.

Some of the most highly successful individuals in the corporate world will tell you that apart from hard work, dedication and a continuous need to develop skills, one of the most important aspect that can really skyrocket your career is your ability to 'Manage Your Boss'.

'Managing your boss' does not mean indulging in cheap tricks or sycophancy. Yes there are people who do this and get benefits too but it is always short-lived.

So how do you tell your boss that you are a valuable employee and that you deserve the next promotion without really pushing hard?



Here are the 7 amazing secrets – the art of ‘Managing your boss’.

1. Not just be on time but before time –

The most important trait which every boss wants to see in his employee is ‘dedication to work’. One of the best ways to show your dedication is by ensuring that you are always in the office before your boss arrives. There are some industries where people work in shifts so it may not really be possible to arrive before your boss if he is working in an earlier shift. In such cases, ensure you always arrive at least 15 minutes before your shift and greet your boss. Do this daily and notice the change in your boss’s behaviour towards you over time. Bosses hate late-comers, they love employee who are on time but they simply adore employees who are before time.

2. Throw your ideas around however weird they may be –

The word ‘innovation’ may sound like a nightmare to some in the corporate world. “Where is the time to think about innovation, there is so much work” is the oft repeated complaint. Do you know that a majority of the innovative things that happen in the corporate world actually come from weird ideas that some random employee comes up with? In other words, you don’t really need to sit in some boring meeting room to come up with innovation. We all get strange ideas about our work, how it could be simplified magically! Next time when you get one such strange thought, develop it in your mind for a few minutes and speak it out to your boss. It doesn’t matter whether it will be discussed or just dismissed, the important thing is – speak it out. Bosses really like their employees thinking out of the box. Ensure you go to your boss at least every second day with some idea, however weird or strange it may be. It will give the impression to your boss that you think deep about your job and care for the company, which you must in any case. If you care for your company, the company will care for you.



3. Make your presence felt –

There are several ways in which you can tell your boss “I am there for you and the department”. One of the best ways of doing this is by engaging yourself in every discussion. Give your point of view and indulge in healthy arguments. However, never act aggressive and always agree to disagree if there are opposite viewpoints on the table. Unfortunately silence is not always golden in the corporate world. You have to speak and make yourself heard but remember, that certainly does not mean you need to shout and scream. Always have a balanced view keeping in mind the best interests of the company and its clients. Bosses like employees who are engaged and contribute well when there are discussions on issues.

4. Extra-curricular activities –

‘All work and no play makes Jack a dull boy,’ we heard this in school, isn’t it? Well this is true in the corporate world too. Every company these days has forums and groups which aim to de-stress employees thru recreation, entertainment, charity events or something which is outside work. Join such groups and if possible take on the ownership by becoming the group leader. This will also develop your inner personality. Invite your boss to such events where you are one of the lead. Positioning yourself as an all-rounder can really boost your image in the eyes of your boss.

5. Don’t wait, just assume responsibilities –

Bosses like it when their employees do not wait for instructions but just take the lead and do things upfront. Now here you need to be careful of what exactly you can do and what you cannot without permission. For instance, your colleague is absent. Both of you have the same profile but handle different clients. There are emails waiting for your colleague. This is where you should simply go ahead and act on behalf of your colleague without waiting for instructions from your boss. You should of course inform him about your action. It might be difficult at times to assume more responsibilities but you should always volunteer and show your eagerness for more work. Employees think otherwise but a manager always knows how much work each of his employee can handle and will accordingly distribute the work if he sees you struggling.



6. Think for your boss –

Employees who have really done great in their careers will tell you how they have always ensured their boss was kept up-to date so that he was never stuck on any question from his superiors. In other words, protect your boss from his seniors by keeping him well-informed proactively and he will protect you when the need arises. Think for your boss, think about his problems and help him get solutions.

7. Dress for the next level –

Perception matters a lot in the corporate world and one of the easiest ways to build a good perception about you in the eyes of your boss and your colleagues is by dressing right. Employees who have climbed the ladder of success quickly in the corporate world will tell you how they have always dressed for a level above their post. So if you are an officer, dress like a manager. Wear a tie and a suit. Ensure your shoes are always polished and the shirt is never creased. Apart from the impression you will create around, dressing well also has a great physiological benefit. An officer when dressed like a manager will also think and act like a manager. Thus you will always be one step ahead in your thoughts!

Inculcate these 7 points into your daily office routine and see how within a couple of weeks your boss will start treating you differently. You will be pleasantly surprised how within a couple of months your entire relationship with your boss will change for good. And then when you sit in your appraisal the next time, it will no longer be a grilling experience, rather a healthy discussion about your career path!

- Shining Universe Energy

Our efforts are to inspire, motivate and cultivate positive thinking. Touching lives to make it bigger and better.

Like us on Facebook – <https://www.facebook.com/shininguniverseenergy>

Follow us on Twitter @ShiningUE – <https://twitter.com/ShiningUE>



© Copyright 2015 - All rights reserved.

The publication is distributed with the idea that the publisher is not required to render accounting, officially permitted, or otherwise, qualified services. If advice is necessary, legal or professional, a practiced individual in the profession should be ordered.

We hold all copyrights but you have our permission to share this document further to your friends, family and to the general public under credits to us and with the sole intention of helping others. No monetary exchange.

The information provided herein is stated to be truthful and consistent, in that any liability, in terms of inattention or otherwise, by any usage or abuse of any policies, processes, or directions contained within is the solitary and utter responsibility of the recipient reader. Under no circumstances will any legal responsibility or blame be held against the publisher for any reparation, damages, or monetary loss due to the information herein, either directly or indirectly.

The information herein is offered for informational purposes solely, and is universal as so. The presentation of the information is without contract or any type of guarantee assurance.