

Quick Guide: Take Control of your Boss!

Often on our time management courses we hear the words 'my boss needs this course more than me', 'if only they were more organised my life would be easier', and even 'I'm going to suggest my boss comes on this course'. So this month, here are the top ten tips for you to take control of disorganised bosses who impact on your time. A word of warning though – first make sure your own work and organisation cannot be faulted!

1. **Help your boss to understand what you can do for them.** For example, you could manage their diary, answer some emails on their behalf, organise emails etc.
2. **Arrange 1 to1 meetings** on a regular basis. This will give you an opportunity to discuss work in progress, for them to give you tasks, for you to pre-empt work that is coming up etc.
3. **Send a confirmation email** after your 1-1 meetings of tasks you've been asked to do, any actions with deadlines that you are going to take and to also remind them of things you've asked them to do!
4. **Both have 'each other' folders.** You each have a folder and put in this what you need to give the other person. Swap folders at regular intervals throughout the day. However, if something is urgent, give it to each other immediately. The folders are to stop you interrupting each other all the time.
5. **Think ahead** for them of what is going to be needed. For example, if you book a plane ticket do they want airport parking, train tickets, taxis, hotel?
6. **Give them deadlines** to complete tasks or information that they have to get to you so that you can complete the task for them on time without any last minute rushes.
7. **Educate them** so they know how long certain tasks take to complete or how particular systems work. For example, to complete a 20 page power point presentation that you know they will want to check and amend a couple of times they need to give you at least 3 days' notice.
8. **Show them where to find things** so that they can find things themselves when you aren't there, or even when you are! Sell them the idea that often it is quicker for them to do it themselves than wait for you to do it.
9. **Help them make decisions.** If they delay work or decisions because they are unsure perhaps offer alternatives to speed up the decision. However, if they make snap decisions, question them to ensure that don't do a piece of work and have to repeat it as they haven't thought it through carefully enough to start with.
10. **Assist them with meetings.** Could you help them write an agenda with an allocated timing for each item? This will help to ensure the meeting doesn't run over.

Compiled by Judith Di-Castri