

UNSERIOUS

Upshots Cheat Sheet

MANAGING UP

KATIE BOLZ

Episode air date: Monday, June 17, 2024

Listen: <https://bit.ly/upshotsbolz>

The Upshot

WHO IS THIS FOR?

- People seeking more autonomy in their roles or to move into leadership
- When you have specific growth goals of a promotion
- People looking for their manager to be their sponsor and support growth
- Those feeling out of sync with their manager and need a new approach

WHY IS THIS IMPORTANT?

- During our careers we often become hyper focused on our own career advancement by taking on stretch projects or mentoring junior employees with the goal of climbing the ladder. But the soft skill of managing up is a key piece to long-term success.
- This proactive approach makes work easier with less friction.

HOW TO DO IT?

1. Understand what your manager wants to achieve. Knowing their goals means you're working together. Helping them achieve their goals is good for both of you.

2. Figure out what you can take off your manager's plate - what do they hate doing or what are things they do out of habit vs should be doing? Start doing or offer to do those things for them.
3. Be proactive. Remember that you were hired to work on specific tasks and solve specific problems for your boss who's doing the same for the company. Do those things without hoopla, then do more you see that needs doing. Don't wait to be asked.
4. Strictly offer value in your comms. Err on the side of over communicating what you are doing and ask for feedback to ensure what you are sharing is actually valuable.
 - a. Do this company-wide, not just to your immediate boss.
 - b. Questions are fine, but bundle them up to be conscious of your manager's time.

PITFALLS AND PRO-TIPS



Try to understand your manager's plan for their own career development. How can you support their goals?



Be a nice and a real human! People respond well to authenticity and kindness.



Try not to make it too much about you and what you personally need to be a happy human. We all want to be happy humans, but the goal here is to be a valuable and helpful human. Those humans end up being happier.

Guest Contact

KATIE BOLZ

Lead Product Manager, Sundays



[linkedin.com/in/katiebolz](https://www.linkedin.com/in/katiebolz)

Copyright © 2024 Unserious Group, LLC
www.unserious.com

