



The Life-Changing Magic of Managing Up

Five key strategies for building effective working relationships
with managers

With Molly Beran



Cliché, or Truth?



Benefits of Managing Up



**More
Fun**



**More
Support**

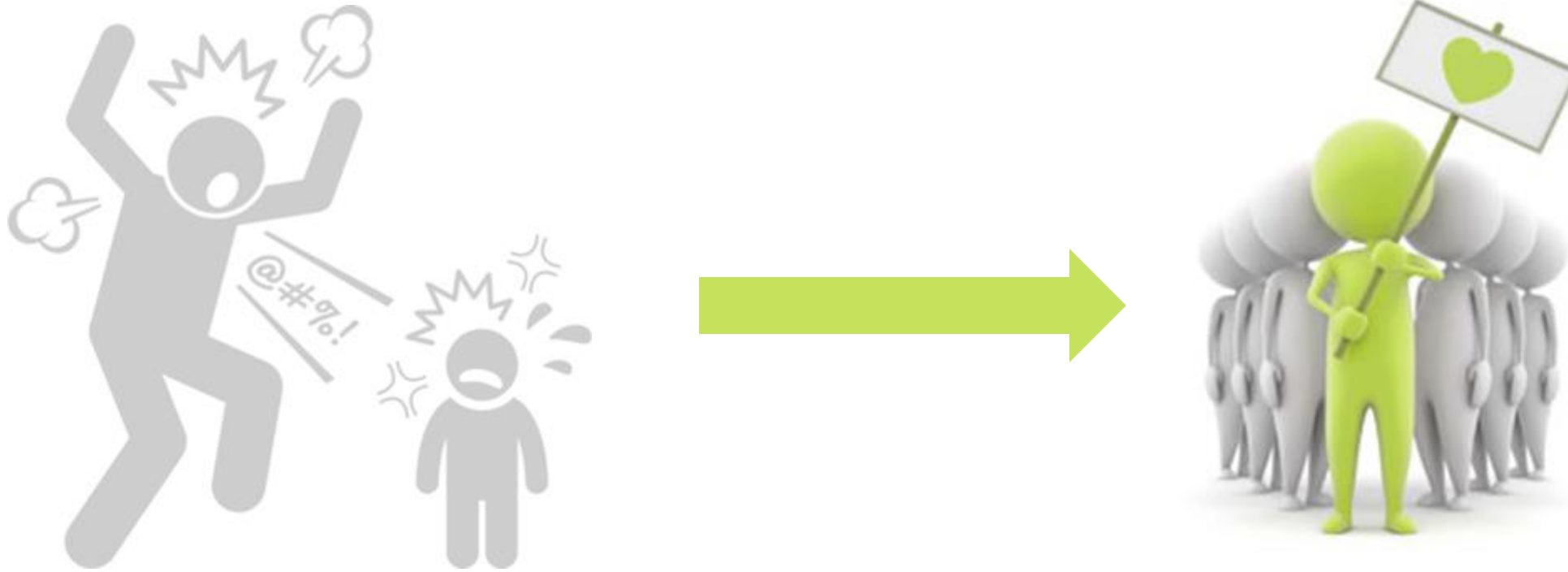


**Better Work
Atmosphere**



**More
Opportunities**

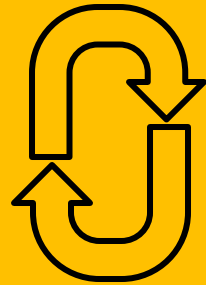
Personal Experience



How to Manage Up: 5 “Magic” Strategies



Respond



Close Loops



**Send Status
Reports**



**Keep Your
Commitments**



**Dedicate
Yourself to
Their Success**

Strategy #1: Respond

Photo Credit: Cristian Escobar via Unsplash

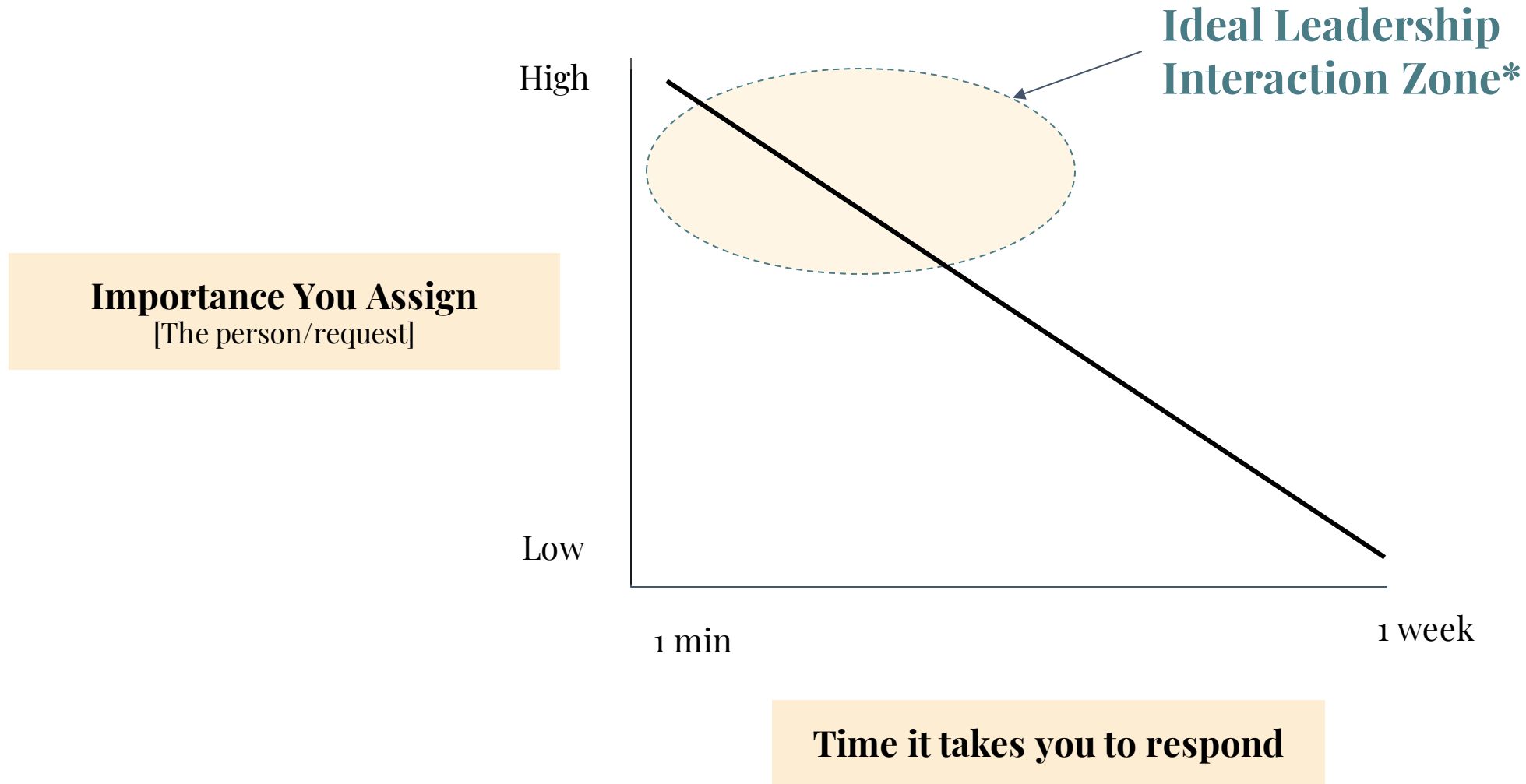


Respond

- Responses can be EASY:
 - Light-Touch: “I see this, and I’ll get back to you soon.”
 - Higher-Touch: “Got it. I will look into it and give you an update by

_____”
List date/time here

PRO TIP:
It counts as a response even if you don't have an answer yet.



*Sometimes, ideal state can't happen... That's OK- aim to respond quickly most of the time, and your boss will notice

Strategy #2: Close Loops

Closing Loops

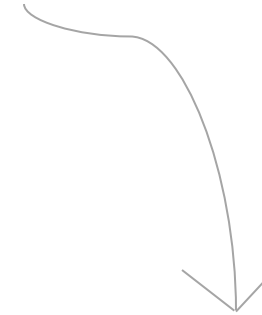
I haven't forgot...
I just can't remember.

winnie the pooh

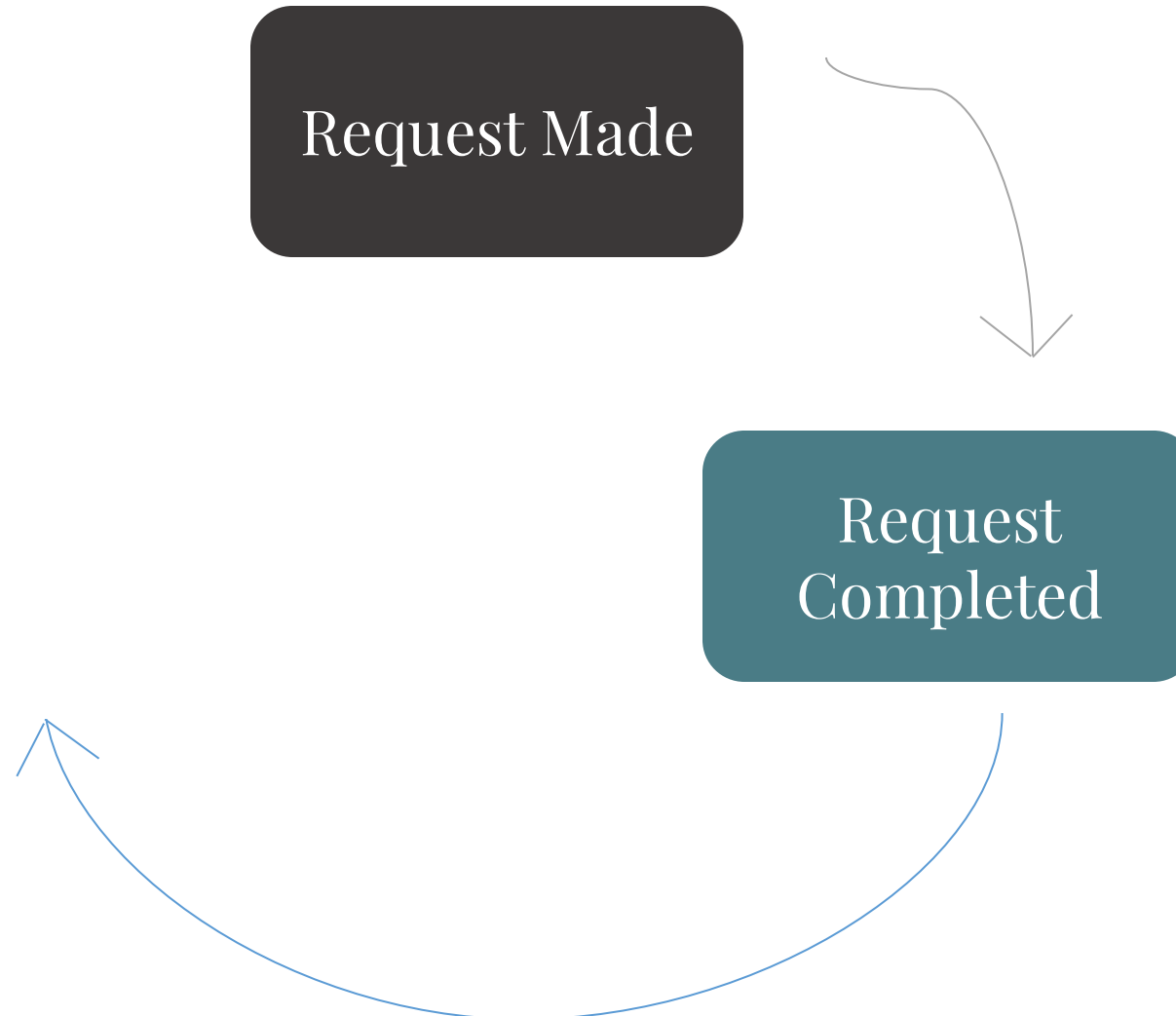


Closing Loops

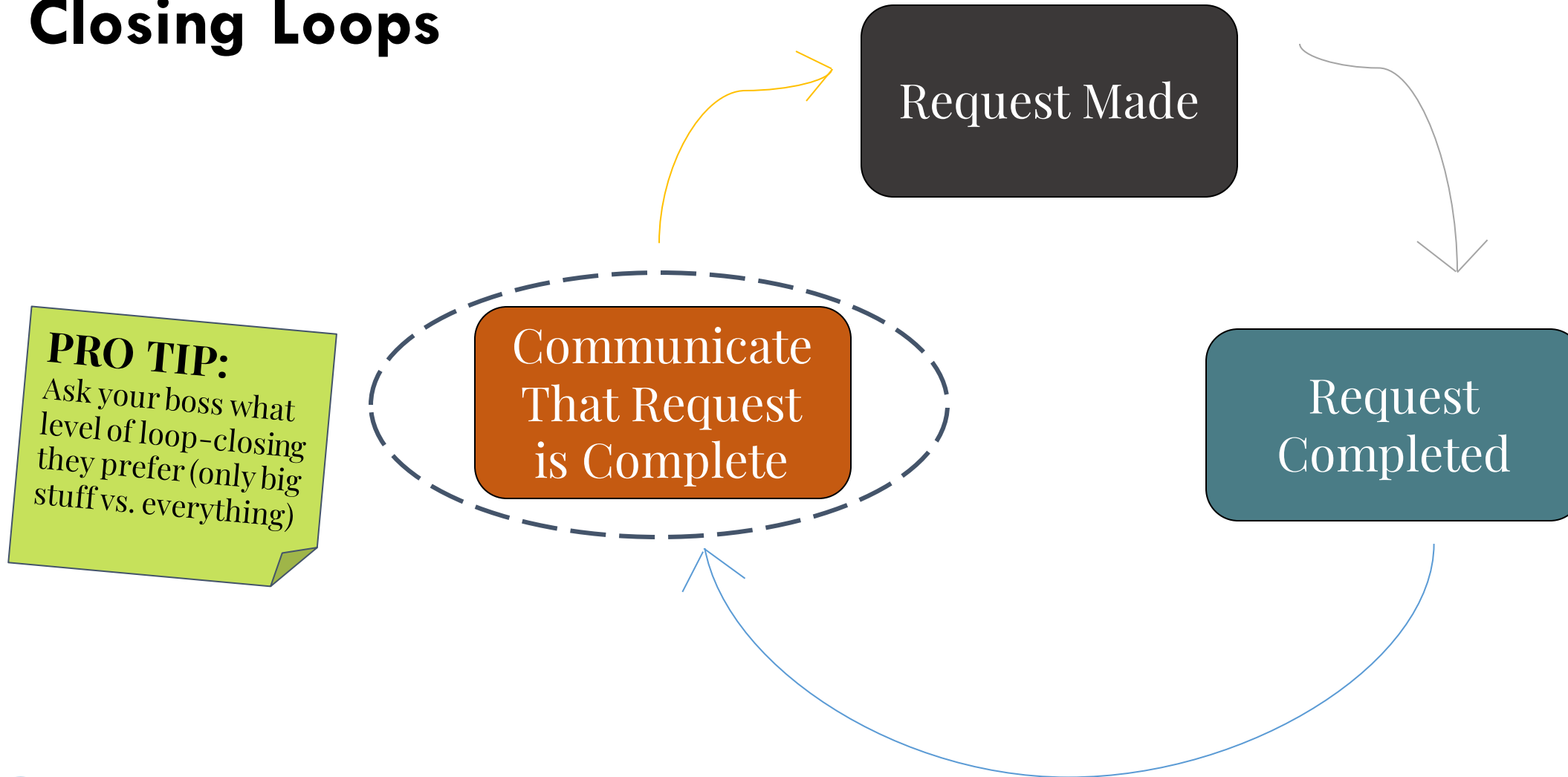
Request Made

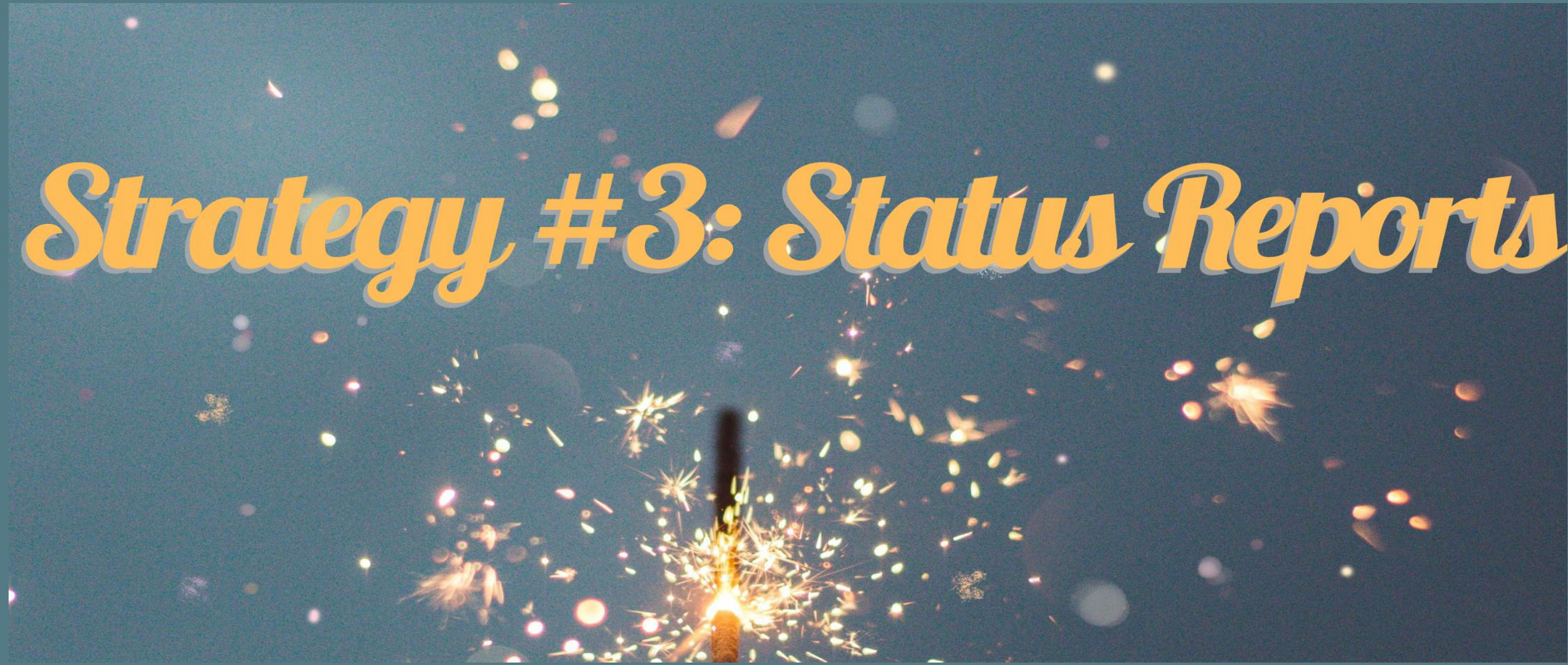


Closing Loops



Closing Loops





Send Status Reports



What You've
Done




Your Current
Status




Where You're
Going

Send Status Reports

What I've Completed This Week
<ul style="list-style-type: none"> Submitted final draft of website copy Started first draft of flyer for corporate event
What I'm Doing Now
<ul style="list-style-type: none"> Several meetings with the design team to confirm scope of project for Q1. NEED HELP: Need support setting a deadline for the development team (can you talk to their manager and request all dev complete by next week Friday?)
Looking Ahead
<ul style="list-style-type: none"> Website launch scheduled for week from Friday PTO end of the month



Weekly Status Report		
Name:	Your Name Here	
Date:	12/27/2021	
Work Completed This Period		
I created 10 draft templates created and sent to the team for review. Their review is due Friday (11/5).		
I participated in 3 interviews for our project management candidate and sent feedback to HR.		
Current Status		
Overall, I am:	 	[space for commentary/updates]
Project Name	Status	Notes/Updates
MS Teams Reorganization	 	Sam was three days late getting templates from our graphic designer. This will cause a delay in your reorganization, and we won't be able to present to the team this week. We can schedule for next week, though.
Website Redesign	 	User testing was completed last week along with our initial marketing blast. We are ready for go-live on Tuesday.
Looking Ahead		
Week of:	1/3/2022	Tuesday: Website Launch!
Week of:	1/10/2022	Wednesday: Consultant coming to the office for a process session with the team.
Week of:	1/17/2022	Deadline - all materials finalized for MS Teams site
Week of:	1/24/2022	



PRO TIP:
Send prior to 1:1 meeting



Strategy #4: Keep Your Commitments

Keep Your Commitments

- **Biggest insecurity for leaders:** When something they are relying upon doesn't happen, and they DON'T know about it

Surprises



Strategy #5: Dedicate Yourself to Their Success

Dedicate Yourself to Their Success

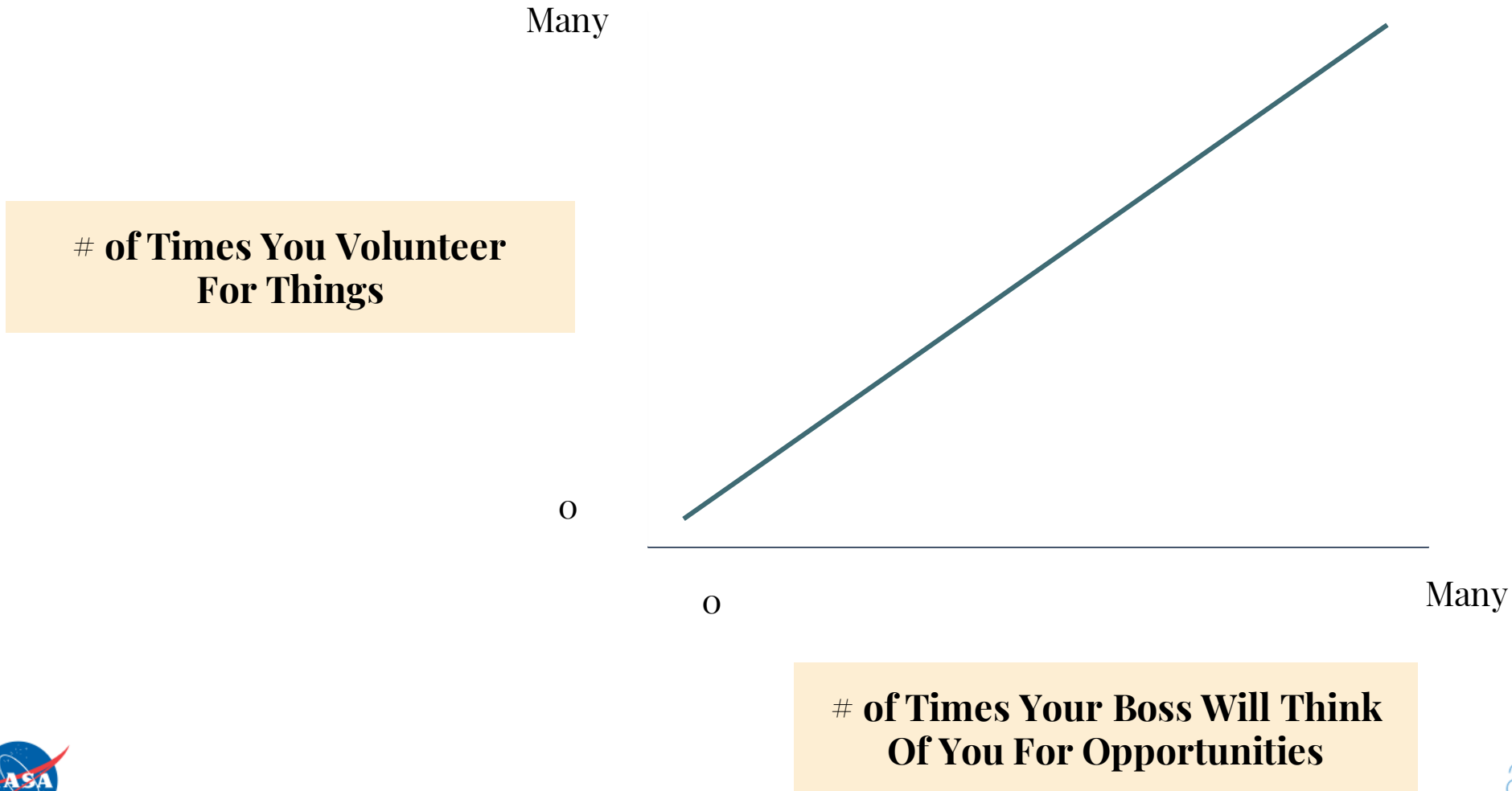
Wait,
what?

Dedicate Yourself to Their Success: Strategies

- ❑ **Ask routinely if there is anything you can do to help them**
 - ❑ “How can I support you this week?” is a great place to start
 - ❑ “Is there anything I can take off your plate?”

- ❑ **Volunteer!**
 - ❑ Leaders LOVE not having to convince people to do things
 - ❑ The more you volunteer for things, the more likely your boss will remember you for opportunities

Dedicate Yourself to Their Success: Strategies



Dedicate Yourself to Their Success: Strategies

❑ Share Solutions Whenever Possible

- ❑ Raising problems & issues is a great way for you to help your leaders gather intel on what's working and what's not working.
- ❑ Bringing ideas for how to solve those problems is **EVEN BETTER**, as it shows you have initiative, creativity, and a desire to help

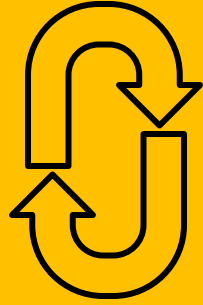
❑ Engage!

- ❑ Jump in fully to every opportunity you are provided
- ❑ Demonstrate that you want to make a contribution and are passionate about the work you do

Making Magic: A Summary



Respond



Close Loops



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**Dedicate
Yourself to
Their Success**

The Life-Changing Magic of **MANAGING UP**

About the Speaker

Molly Beran is a PMP®-certified project manager with over 20 years' experience managing projects for clients including Kaiser Permanente, Rush University Medical Center, the Ann & Robert H. Lurie Children's Hospital of Chicago and Cerberus Capital Management. Blending her corporate training background with her experience in project management, Molly teaches project management workshops and PMP-preparation courses with the Institute for Leadership Excellence and Development, and coaches individuals and teams on project management, time management and priority management skills through her firm, Projects By Molly, LLC.

Molly also speaks at conferences and leads workshops in the US and internationally. Her topics include leadership, project management, performance management and social-emotional intelligence.

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