

# Timely Tips For Dealing With Your Boss Or How To Get Things Done and Stay Out of Trouble!!!

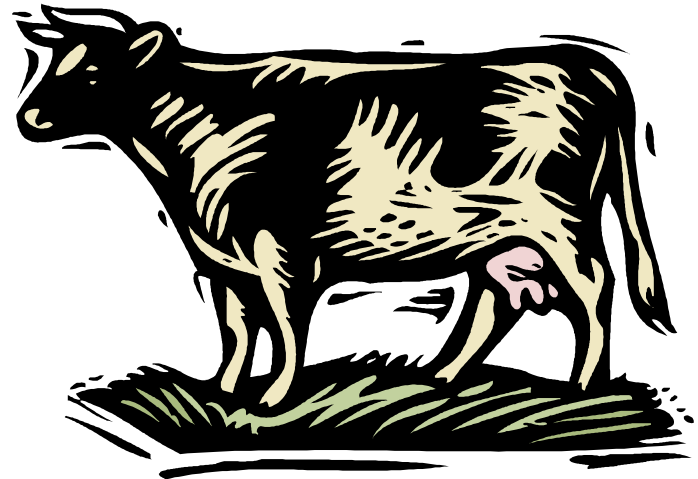


Stanton E. Cope, PhD  
Captain, Medical Service Corps, U S Navy  
Director, Armed Forces Pest Management Board  
Director, AMCA Mid-Atlantic Region



# Boss

1. A protuberance or roundish excrescence on the body or on some organ of an animal or plant
2. A name for a cow
3. A politician who controls his party organization
4. One who employs or superintends workers



# Different Kinds of Bosses

“Some bosses are \_\_\_\_\_”

(Audience Participation)



What Kind of Boss Are You????????????????

# Six Key Themes

1. If it interests your boss, it should FASCINATE you!!
2. Learn the personality of your boss.
3. Keep the boss informed.
4. Timeliness of information exchange.
5. Consistency with your boss.
6. Three **White** Eggs



# 1. If it interests your boss, it should FASCINATE you!!



- Take This One to Heart!!!
- Bosses are busy - lots to remember.
- Run it down, get information, package it.
- Don't just send website, etc.
- May need to remind boss!!!
- 3<sup>rd</sup> time the charm?



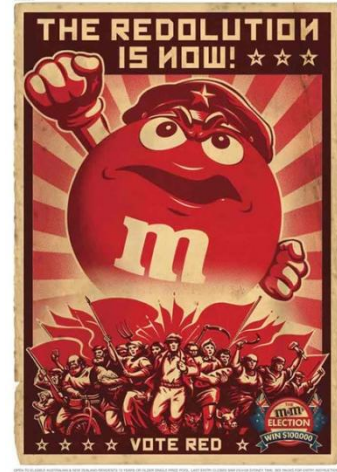
1, 2, 3 ???

## 2. Learn the personality of your boss.



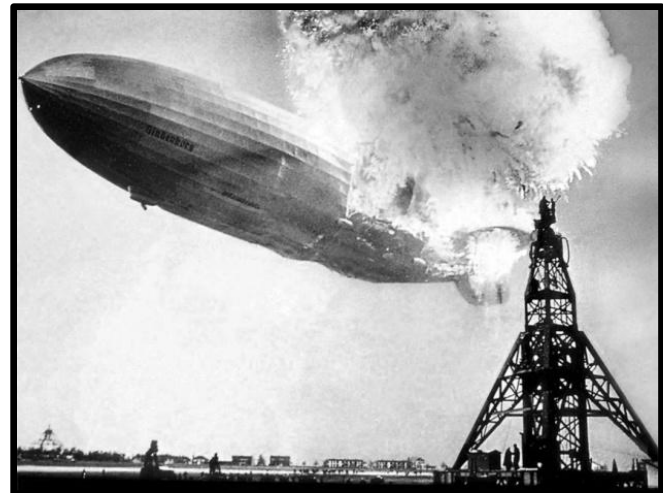
**Early on, figure out:**

1. What does your boss like? What trips the trigger?
2. What does your boss NOT like?
3. What will your boss tolerate, and for how long?
4. What will cause the &\*%\$ to hit the fan?
5. When do you have your boss's attention?
6. A good boss should be able to share some of this.
7. Ask.



### 3. Keep the boss informed.

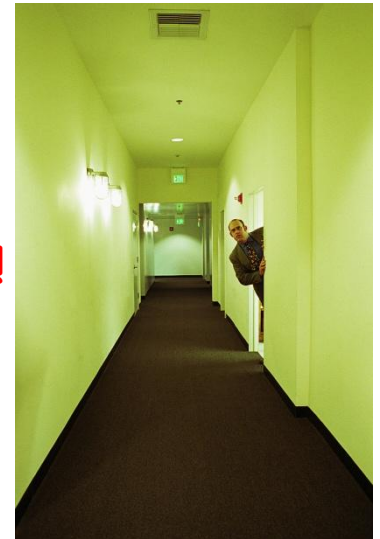
- Immediate knowledge
- Some things can wait
- Some things not at all
- BLUF
- Good news
- Bad news - timely, good news, plan
- Method of communication
- 10% "belly up"



# 4. Timeliness of information exchange.



- Business in the hallway - bad idea!
- Business in front of others - bad idea!
- Do not put your boss on the spot - bad idea!
- Good time/bad time.
- No surprises - bad idea!!!!
- Some bosses remember nothing!!!
- Put critical information/decisions in writing.





## 5. Consistency with your boss.



- Consistent approach on all issues.
- Don't cry wolf.....
- Everything is not a crisis.
- Not everything needs doing right NOW!
- Loss of credibility – BAD!!!
- Try to remain calm while room is in motion.
- Prioritize issues.
- Tell your boss if a decision is needed/when.



## 6. Three White Eggs



- Listen carefully to what your boss asks for.
- Clarify if needed.
- Provide that (at least the first time).
- Don't think you're being over-the-top if it is really wanted!
- Deliver what is asked for in a timely manner.
- Don't cry over broken eggs!!!!



