50 ways to Manage your Normal Everyday Manager

1. Build the relationship/foster a partnership
2. Be a professional at all times
3. Bring solutions, not problems
4. No surprises
5. Be humble
6. Cut some slack (they are human too)
7. Be honest (admit mistakes)
8. Respect your boss’s time
9. Accept and adapt (conform when possible)
10. Build and compensate (strengths/weaknesses)
11. Align your priorities
12. Make a new plan, Stan (try something different)
13. Take feedback well
14. Stay on their radar
15. Learn their perspective
16. Make your boss’s life easy
17. Don’t whine (everyone has a bad day)
18. Be a “can-do” employee (take on challenges)
19. Show appreciation
20. Pay them a compliment from time to time
21. Share the whole truth
22. Acknowledge the good bits (keep opinions open)
23. Don’t lie, cheat or steal
24. Request, don’t complain (inside every complaint is a request, find it and make it)
25. Make your request effective
26. Do the job you were hired to do
27. Under-promise, and over-deliver
28. Know what really matters to your boss and give it
29. Be aware of their hot buttons and pet peeves
30. Request feedback
31. Don’t backstab
32. Anticipate needs
33. Be enthusiastic about your duties
34. Turn to the team (observe and emulate what works with your boss)
35. Make your boss look good
36. Keep your boss informed
37. Use “we” not “I” (successes)
38. Use “I” not “you” (needs)
39. Don’t “yes, but” your boss (they won’t feel heard, use “yes, and” instead)
40. Don’t be a jerk
41. Honor your commitments
42. Challenge appropriately
43. Be flexible
44. Discuss delegation
45. Consider the culture
46. Speak up
47. Develop external awareness
48. Manage yourself first
49. Defend, don’t bad-mouth
50. Have the conversation

(ABBAY, 2018, 195-201)