

# Career Headlines



## How to Please a Boss

You can read or hear about many ways to please your boss, but the reasons for getting ahead are simple. The reasons are undervalued, but ask a few people who have worked for three to five years, and they will agree on the following is what the boss will say, "Here's how you can make my job easier. I'll tell you why."

### Show up every day.

*When you aren't here, your work either doesn't get done; I have to find someone to do it, or I have to do it myself. All of these are frustrating options. I count on you, and when you are undependable, it changes my opinion of you."*

### Come to work on time.

*"You may think coming in five minutes late doesn't matter, but it does to me. I need to know you follow the rules. Actually, you'll prove you care about your job if you come in five minutes early and stay ten minutes late."*



### Show that you fit in.

*"You may pride yourself on "being your own person," and individuality is appreciated in our company; however, you need to be able to fit into our culture. You will create problems if you stand out as being too different."*

### Don't assume you can change our procedures without discussing your ideas with me, or unless I have given you the green light to use your own judgment.

*"Systems and procedures have been set up for a reason. It will stress me and cost the company money if you make changes that aren't needed or that create problems."*

### Always tell the truth.

*"I need to be able to trust you. If you make excuses after a mistake or blame someone else, I'll know, and I will start to doubt you."*

### Take care of your personal items at home.

*"Even on your break, I don't like you to use the company computer to watch videos and play games. And if you leave your cell phone out, I'll think you're looking for texts or IMs on company time."*

### Be easy to get along with.

*"I want to enjoy working with you and not have to tiptoe around your personality. It's good for both of us if you're easy to get along with."*

**Action:** Of the six ways to please your boss, which will be easiest for you? Why? Which will be hardest? Why?

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