

# Productive to the Max

Productivity Performance Profitability

Ann Max



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## August 2013

### How to Deal with the Boss

No matter what type of boss you have, it is important that you both commit to shared goals and objectives. This is essential to achieve the bottom-line results for the organization. Establish a foundation of trust and support by being proactive in your dealings. Create a relationship that matches your styles and needs. Do not wait for a crisis to prompt you into action. Clearly understand yourself, how you work and how this aligns with your manager's objectives and needs.

- **Communicate properly.** Communication is the key to everything you do in life. Dealing with your boss is no exception. You need to set up formal and informal encounters. If you are in an administrative or assistant capacity set up regular meetings in both your calendars to meet and compare notes at the beginning and the end of each day. For other reporting functions, ensure that you meet on a regular basis for advice, planning and preparation. Identify the communication style to see if either of you have trouble with discussions about workload or opinions or seek out options. Review your relationship on a regular basis and do this in another locale; outside of the office or in a boardroom.
- **Define and clarify the roles.** Identify your areas of responsibility and accountability to avoid conflict and friction. Determine responsibility for decisions that can be made on your own.
- **Offer support** aligned with objectives and values and respect their opinion.

### LADIES,

Do you feel that you are.....

- **At a crossroads in your life?**
- **Not moving forward?**
- **Finding it difficult to "Get it Together"?**

Women face many challenges of careers relationships and everyday life..

What if there was **ONE DAY** where you could share common concerns, collaborate with like-minded women and find solutions to success

### THE LEAP SUMMIT IS THAT DAY!! "Design your Success - One Step at a Time"

- Build a brighter future
- Focus more clearly
- Fulfill your potential

**For more information**  
[Click here to go to the LEAP Summit Home Page](#)

**REGISTER TODAY**

### The Advisory Board and Why They're Coming

**Judith Yaworski - Realtor**  
**Royal LePage Team Realty**

*"As a founding member of the Women's Business*

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### Quick Links

- View Our Blog
- Check out the LEAP Summit
- Visit our Website

**Connect with Ann**

Identify the weaknesses and offer subtle support to make yourself indispensable.

- **Deliver your work on time**, with no errors and with the highest professional standards. Take ownership of all problems and offer and seek out solutions.
- **Support the organization.** Work as a partner with your manager to achieve success beyond your work group.
- **Speak with other staff members**, and ask for their advice and feedback.
- **Align your styles and needs.**

#### Working with Multiple Bosses

- Let them determine and prioritize your responsibilities.
- Prioritize people based on position and tasks
- Get assistance from your direct manager.
- Make sure to get a deadline for each task you are asked to handle.
- Be honest about your workload and what is urgent. Ask them what you should do with their specific task compared to all the other 'urgencies'.
- If it is going to cost the company in reputation or money, then prioritize the task. If it is beneficial to the company, then do it first. Look at the ramifications of your deadlines.
- Determine if there are processes to make your work easier and faster.
- Get help from others.
- Ask for overtime to complete the task.
- Keep a log of your workload, deadlines and from whom, to avoid any unpleasant contingencies.

*Network, I understand the value of having strong busy women come together to learn, inspire and support each other. I'm looking forward to meeting you at the LEAP Summit."*

**Debra Yearwood - Senior Director Communications & Relations**  
**VON Canada**

*"I'm attending the LEAP Summit in September to:*

- *Get my energy and excitement back*
- *Learn ways of staying focused and finding the right balance*
- *Be with other women facing similar challenges in an atmosphere that isn't pushy or aggressive"*

**Susan Blain - Director of Marketing**  
**Ottawa Business Journal**

*"I hope to learn some new tools to help propel myself forward. I often get stuck in patterns of self-sabotage and hope to gain some fresh perspectives. I enjoy like-minded women who are open to learning and sharing through vulnerability and overcoming adversity."*

=====  
**Thursday, September 12, 2013.** The LEAP (Life Enhancement and Productivity) Summit takes place on, 2013 at the Ottawa Conference and Event Centre in Ottawa, Ontario. [Click here](#) for directions.

The LEAP Summit is an opportunity for women to share common issues such as balancing careers, relationships and everyday life. The Summit is where women can face these challenges together. Take this opportunity to connect with peers and support each other as well as prosper from women that have already taken the LEAP.

[Review the LEAP Speakers](#)  
[See the full LEAP Program](#)

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### **DO NOT**

1. Gossip
2. Report unnecessary issues with long drawn out discussions.
3. Underestimate yourself or your point of view.
4. Take on work you can't manage.
5. Be aggressive.
6. Criticize.
7. Cross the line.
8. Let emotion take control.
9. Go over the bosses head without first tackling issues directly.

### **DO**

1. Work as a team and develop joint objectives and partnerships.
2. Create your own action plans and review them regularly.
3. Offer relevant information in small bites. Deal with the facts.
4. Celebrate your successes.
5. Be presentable at all times.
6. Act positively
7. Seize opportunities.
8. Forgive yourself and your boss when you make mistakes.
9. Learn to handle conflict immediately in a positive manner. Disagree constructively by offering alternatives.

A sales rep, an administration clerk, and the manager are walking to lunch when they find an antique oil lamp. They rub it and a Genie comes out. The Genie says, "I'll give each of you just one wish." "Me first! Me first!" says the admin. clerk. "I want to be in the Bahamas, driving a speedboat, without a care in the world." Poof! She's gone. "Me next! Me next!" says the sales rep. "I want to be in Hawaii, relaxing on the beach with my personal masseuse, an endless supply of Pina Coladas and the love of my life." Poof! He's gone. "OK, you're up," the Genie says to the manager. The manager says, "I want those two back in the office after lunch."

***Moral of the story: - Always let your boss have the first say***

**Sincerely,**



Ottawa, ON Canada

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