

Four ways to make your boss love you

It's important to realise that working better doesn't necessarily mean working harder. No one is suggesting that you have to get into work at the crack of dawn¹ or that you can't leave until the boss has gone home. Instead, why not try some of these simple tips that will work wonders for your professional profile.

Don't forget the basics

Most people are on their best behaviour when they start a new job, but over the years it's easy to develop bad habits, regularly arriving a few minutes late or making less effort with your appearance. It can actually be a source of extreme annoyance to colleagues and managers.

It can be taken as signs that you're just not that concerned and may raise questions about your level of commitment. Show that you take your job seriously by being conscientious and showing professionalism at all times – after all, you are being paid to behave in a certain way.

Think for yourself

It shows a lack of initiative if you constantly ask people things that you could easily find out for yourself. A quick internet search could provide the information you need or there may be specific company documents you could check.

You should at least attempt to find an answer before bothering a colleague or your boss. The fact that you've tried to work things out for yourself will show you in a positive light and people will be more inclined to give assistance when it's really needed if you don't bombard them with pointless requests.

Go beyond your job description

There may be times when you're asked to do something that's not directly related to your specific role. Try to view these requests as opportunities to stretch yourself and demonstrate your flexibility rather than moaning that it's not your responsibility. That way you will gain a reputation for being reliable and adaptable, which are highly desirable qualities in an employee.

Why not volunteer for projects outside of your team or department? While it is an unfortunate reality that no one is indispensable, some people have a natural ability to blur the edges of their official role until they become an almost integral part of the business.

Exceed expectations

It's always better to surprise your boss or manager by delivering something earlier than expected than to make a promise you can't keep. Try to negotiate realistic deadlines and then do your best to complete the task in the shortest amount of time possible.

People will trust you and be more understanding should you ever need more time due to circumstances beyond your control. Similarly, if you spot an opportunity to add value to a project in a cost or time effective way then you should grasp it with both hands.

As you can see, there are ways to enhance your status at work without compromising yourself or coming across as a teacher's pet. By adopting a few simple habits you can show your boss that you are a consistent and dependable member of the team, and who doesn't want someone like that by their side?

Adapted from <http://www.totaljobs.com/careers-advice/life-at-work/>

¹ The crack of dawn : dés/à l'aube

ORAL SECTION EUROPÉENNE : ANGLAIS				
TERTIAIRE				
Sujet N°2	Préparation	Durée	Coefficient	Page
Session 2015	0h20	0h10	1	1 sur 1