

How To Impress Ur Boss???

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If one need a steady paying job, or want to grow in the job, one must strive to keep his or her boss happy. Ensure that all we do to please our bosses remains within the moral and ethical grounds, however...!! Here are some general tips to impress or atleast not to disappoint ur Boss.



There are subtle and productive ways to impress your boss without appearing desperate for a pat on the back. These simple suggestions which are put before you, will not only get your boss to take notice, but will definitely endow you with a career that is persistently rewarding and satisfying. 😊

Be punctual

One of the most widely used instruments of assessing you, is your punctuality in the office. Being late consistently will certainly get you noticed. By shoeing up on time everyday, you give the impression that you respect your boss's time as well as the impression that you take your job seriously.

Seek new responsibilities

Be curious and ask questions when they are not expected. Sharing some more tips with you buddies, to convince ur Boss. 🌸. This trick, of course, is to make sure you do not evade your official job duties while taking on more.



Take Initiative

If you see something that needs to be done and is confident, *Just do it*. Don't wait for your boss to tell you to do it unless it is something that requires his or her approval. It definitely adds confidence to your boss on you.

Find Solutions to Problems

Change the habit of going to your boss with a laundry list of work related problems or concerns you are having and expect him or her to solve it for you. Take some time to think about the concerns and come up with creative solutions and alternatives. You can go to your boss with a plan for how to deal with the situation.

Be Organized

Many people think a messy desk is a sign of creativity. It could also be a sign of disorganization and inability to manage priorities. Create an organized space to show those around you, including your boss, that you have your work under.

Groom well

Always dress well. Think all eyes are on you and pay more attention to your wardrobe. Give immense importance to your tidy looks. Good dressed people always get noticed.

No badmouthing

Talk good about your boss in your office. Do not ever badmouth. If you say anything on your boss, in one way or other it will reach his/her ears one day.

Be Willing to Learn

Don't just do your 8 hours and leave. Show your willingness to learn more about the company or your industry by requesting to take professional development classes, job specific classes or seminars or openly discuss books you've been reading on the subject.

Give credit to your boss on all occasions

When you complete a task, do not forget to praise your Boss for his/her unconditional support. After successful completion of assignments, write a mail thanking him/her for supporting you to complete the assignment, and mark a copy to his/her boss if any. This would certainly please ur Boss the most.

Don't be a Yes Man (or Woman)

Your boss doesn't want to hear "yes" all the time. By agreeing with everything he or she says, you are giving the impression that you cannot think for yourself. Express your own opinion about things in a polite fashion. Your boss will have a better understanding of your strengths and will appreciate your honesty.

Smile Please

Anyone can have some problems at home and everyone has a bad day. Do not let people know you have problems. Try to behave as if you are happy to be working, even if you are not satisfied. Otherwise, it affects your career reversal.

Be resourceful

When an unexpected problem arises and you should consult your boss, think of one or several solutions to this problem before the meeting. Start the conversation by saying something like "I think I know the answer, but ... Discuss the problem and offer your solutions as options, not ultimatums. Head appreciate your ability to think for yourself and your respect for their opinions.



Carry a notepad whenever you meet your boss in your office

Taking notes when meeting with your boss creates a good impression of you, in addition, make him/ her to feel important. Taking notes also helps you to avoid missing points that your boss wanted you to do.

Special Note to Professional trainees/Assistants

Professional trainees, especially CA/CWA Articles and CS trainees, though their training period is short has also struggle to keep their Boss happy. Do keep a track on the major corporate events which includes but not limited to the following:

1. Set reminders for quarterly board/committee meetings
2. Ensure that the notice period for meetings are reminded to your Boss
3. Update the statutory registers as and when required
4. Ensure that the minutes are bound, dated and signed
5. Ensure that necessary filings including RoC filings are on time
6. Keep track on compliance/filings of all laws applicable to the company
7. Ensure that commercial contracts if any requiring renewals are noted and informed to your Boss to take suitable action

8. Ensure that all your workings are correctly filed and saved for future reference and a synopsis is maintained
9. Sent all the major notifications/circulars/amendments of various laws specifically the Companies Act, SEBI, FEMA, Income Tax etc
10. Remind Ur Boss on the major programmes organise by your Institute and inform him about the credit points, speakers etc
11. Try to interpret on case laws, circulars, sections and exhibit curiosity
12. Discuss on various events happening in other similar firms/corporate like ESOP, CSR and adoption of similar plans in your establishments
13. Ensure that you show keen interest in updating the library and keep the references in good condition
14. Make an impression about your specific working style and concern for cost effective measures like minimising the use of paper
15. Ensure that your drafts are error free especially in terms of grammatical, spelling, formatting errors
16. Ensure that you take leaves on account of important factors only
17. Always be eager to assist your boss even if your contribution may be limited
18. Interact with the corporate guests in total professional manner such that an impression of a predecessor to your Boss is created
19. Ensure that whatever data is provided/submitted to your Boss is read/counterchecked before submission
20. Ensure that things at your office are kept back properly at the right place after your use

These points are just route pointers gained from personal experience. They create an excellent impression about you and earn goodwill with your boss. Consider this as part of your job, include all the suggestions in your routine, and internalize it.

Perhaps, you might have wondered why some people get better treatments from your boss, because, they know how to please their boss.

So are you ready to impress your BOSS???
