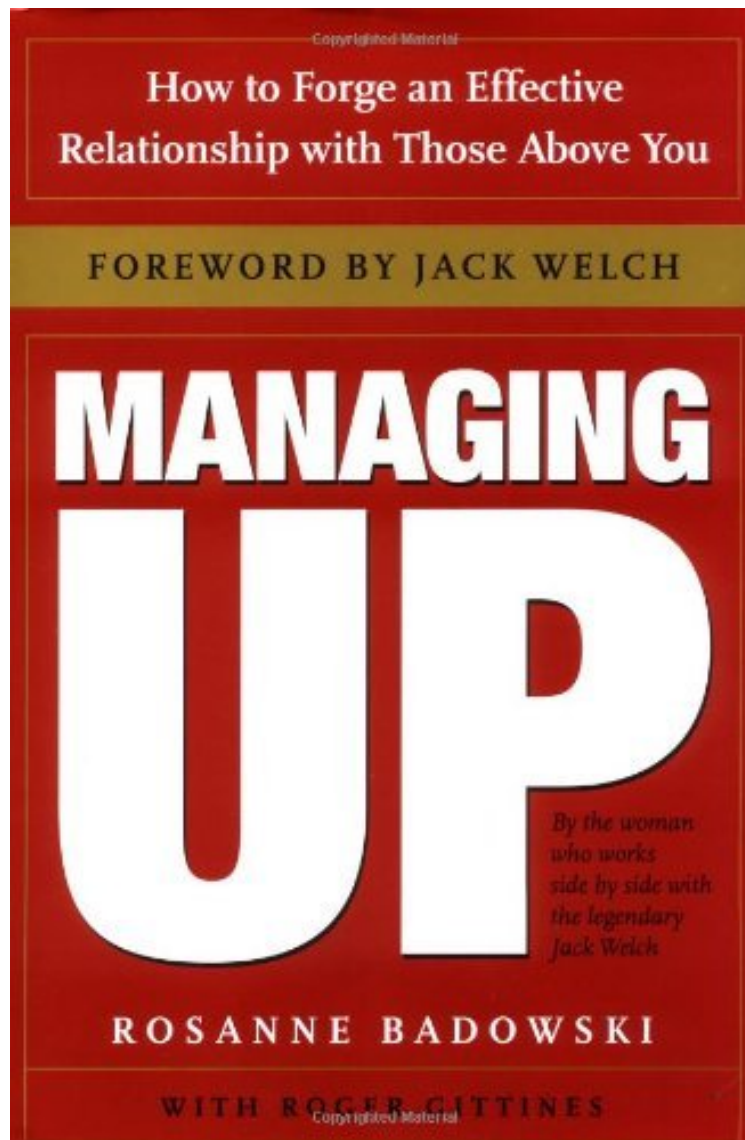


# Managing Up: How to Forge an Effective Relationship With Those Above You

*Rosanne Badowski, Roger Gittines*  
ebooks | Download PDF | \*ePub | DOC | audiobook



#216139 in eBooks 2003-03-18 2003-03-18 File Name: B000FBFN60 | File size: 18.Mb

**Rosanne Badowski, Roger Gittines : Managing Up: How to Forge an Effective Relationship With Those Above You** before purchasing it in order to gage whether or not it would be worth my time, and all praised Managing Up: How to Forge an Effective Relationship With Those Above You:

1 of 1 people found the following review helpful. Managing Up by Rosanne BadowskiBy Madison W FairbanksManaging Up by Rosanne BadowskiMostly a common sense book on management. And as non-fiction,

since it didn't put me to sleep - a good tool for new managers, secretaries, staff, and students. Rosanne divided the book into chapters like Preparedness, Humor, and Common sense. Each chapter tells a short story or event to support the theme and each chapter ends with relevant bullet points. I'm very impressed by this Executive Assistant. My guess is that she could run her own Fortune 100 company with ease. Below are some of the salient points I got from the text that resonated with me: At times we are all managers, and we all support staff; managers have to roll up their sleeves and get in the trenches. It's not good enough to be aware of what's happening around you; you have to know why it's happening. If you're not helping, you're hindering. Good managers can spot phonies a mile a way. Being a phony is a sure path to failure. Start building your reputation from day one. Make the agenda of the person you work for your own. Get experience anyway you can. Beware the too-quiet office. It may be a sign that energy and enthusiasm have bottomed out. Don't take yourself too seriously. Treat your mistakes as opportunities for growth. Share what you know. What have you done lately?

0 of 0 people found the following review helpful. looking up By @wiljri'm not in the same position as the author, but i am in the same situation. this book was suggested to me since i have had a challenging time working with a superior who has little focus or planning traits. so far so good, especially as it relates to being better prepared mentally to respond and adapt to decisions with little to no input from those who are impacted the most. we march on...

0 of 0 people found the following review helpful. Managing Up By HBE2011 I would like to thank .com first and foremost for the excellent and reliable service they provide to their customers. I was always afraid to purchase online for security reasons, but they have completely changed my opinion! I have read through half of Managing Up and can so far say that Roseanne cannot sum up the situation of being a fantastic EA any better! I can't wait to finish her book and put her wise learnings into action in my own position as EA to a very busy and 'impatient' CEO! Thank you Roseanne... you make me love my job even more knowing I can now acquire the skills to work efficiently and effectively!

Everyone has a boss. And anyone who has aspired to move up the corporate ladder knows that their relationship with those they report to is crucial. In *Managing Up* Rosanne Badowski offers a straightforward, entertaining, no-holds-barred account of what it takes to make your relationship with your boss work to your advantage, no matter where you stand in the corporate hierarchy. Told through rich, colorful anecdotes about her years spent working with one of the smartest, most demanding and dynamic business leaders of the twentieth century, legendary GE CEO Jack Welch, Badowski reveals the secrets to career success she has gleaned over the years. At heart, it's about working with the person above you to create a productive and effective partnership. Everyone is a manager, in one way or another, Badowski points out. She discusses first-hand what it's like to have to be a mind reader, to anticipate the future, to plan for the unexpected, and to perform the impossible. With refreshing candor and a hint of attitude, Badowski's advice is unlike any other. She advises us that "Impatience is a virtue," "Have no shame," and to "Beware the too-quiet office." Having worked in one of the most challenging, high-profile corporate environments anywhere, no one knows more about prioritizing, about making decisions on behalf of your boss, about sifting through a daily barrage of data and information, about multitasking at warp speed, and exhibiting grace under fire. Ultimately, Badowski says, excelling at what you do is about a shared passion for the job. *Managing Up* is an invaluable guide for managing your career and juggling responsibilities with finesse and confidence. It should become a management bible for anyone hoping to get ahead in their profession. From the Hardcover edition.

.com After fourteen years of working shoulder to shoulder with GE tough guy Jack Welch, Roseanne Badowski is not afraid of what she calls the "s-word." She argues that all of us are secretaries as well as managers. In *Managing Up*, Badowski leverages lessons she learned in building a stellar relationship with her boss. She offers smart and solid advice beginning with her "Can you start on Monday?" interview with Welch, and then turning to the skills of "navigating a boss Monday through Friday." The book's chapter titles may sound prosaic, but her approach crackles with energy and fresh ideas. For example, she writes about trust by including "time-tested phrases for breaking bad news." She details the perils of being unprepared and puts in a good word for nagging. She also makes a persuasive argument for the advantages of cultivating impatience to enhance productivity. With splashy anecdotes and checklists, Badowski offers realistic and disciplined counsel. Hero worshippers be warned: Although Welch wrote the book's introduction, Badowski is such an engaging no-nonsense advisor that she becomes the most compelling manager represented in her book. --Barbara Mackoff From Publishers Weekly

The business book market is jammed with books for bosses, telling them how to manage, lead, create corporate strategy and get more from employees. Badowski's tome takes a different approach, but is just as useful: it's meant for all workers, regardless of their position. Because, as she wisely points out, everyone has a boss. Badowski, who has the distinction of being Jack Welch's former executive assistant, here explains how she survived and thrived during her 14-plus years as the boss man's "secret weapon." She's written a snappy little guide, mixing anecdotes with clear-cut tips on how to partner with higher-ups. She advises readers to "make the agenda of the person you work for your own" and asserts that "individuals solve problems-not senior management." Of course, not everyone is lucky enough to have had such a celebrated corporate leader as his or

her boss. But if workers can follow Badowski's advice, they may find ways to win over crabby supervisors-or at least strengthen their relationships with other colleagues. Copyright 2003 Reed Business Information, Inc.From  
BooklistWho could resist learning the inner secrets of working with Jack Welch, former CEO of General Electric? Badowski was Welch's administrative assistant for 13 years, and what she has to say about managing up is primarily based on common sense. The real lure here is the stories and anecdotes she shares about the great man and his team. Every one of her 15 ingredients for managing up, from chemistry to passion and purpose, is illustrated with GE--and Welch--examples. She talks about impatience as a virtue, noting that an impatient boss needs higher maintenance, which prompted her to develop an elaborate, color-coded filing system so that Welch could find needed materials quickly. Fairness is also defined in GE terms--Welch would categorize the workforce into three groups: 20 percent were stars; 70 percent fell in the midrange; and 10 percent were performance-challenged (and usually weeded out during evaluations). Thanks to coauthor Gittines, the narrative is smooth and personable. A fine introduction to the business world for new workforce entrants. Barbara JacobsCopyright copy; American Library Association. All rights reserved