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# 14 Ways To Manage (And Manipulate) A Difficult Boss

AOL JOBS CONTRIBUTOR

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Alamy

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If your boss over delegates, micromanages, vanishes when you need him, screams like a banshee or flings coffee mugs at you, you know you need to do *something*. But what, and how? Here are 14 ways to deal with **difficult behavior** and in some cases, even make it disappear.

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### 1. Schedule an appointment.

In many organizations, the people who are promoted into management roles are commander and organizer types. Both types operate off a list and if you're not on the to-do list, you'll be ignored. Make an appointment to get on your boss' radar.

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ruption. Also, don't with your suitcase and



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### 3. Get to the point.

Right or wrong, most bosses are Type A -- they're driven, competitive and don't want to dillydally. So the faster you get to the point, the better. A lengthy explanation, unless it includes action items, will be annoying because it requires more time and concentration to process.

### 4. Ask for what you need.

If you're afraid to ask for what you need, you won't get it. If you have a boss from whom you need a signature right now, to make a deadline, ask them to sign now. If you simply leave it on his desk with a signature flag, he'll blame you for any delay.

### 5. Fuss over them.

Certain personalities love to be "fussed over" more than others, but who doesn't like to be made to feel special? The phrase "it's lonely at the top" exists for a reason and there's a chance your boss can't really share most of what is going on with anyone. Have your boss' back. Offer to get her lunch. Be helpful and ready to serve and see if it changes your perspective and hers.

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ight now, will you e mistake of waiting



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...or leave early. Watch for clues to your boss's mood, so that you don't end up as a punching bag.

8. Speak up.

Just because your boss hands you three projects that all take an hour and expects them all to be completed in 15 minutes, doesn't mean that you need to learn how to work miracles. Some things just take time and many bosses forget **how much time** or how much they've given you. Speak up by asking, "Out of these three projects, which one is top priority?" so you know how to meet their expectations.

9. Take it professionally, not personally.

When your boss is yelling at you, it feels personal, but it's often not. Listen, nod, provide results immediately and move on. You're better served to ask if the reaction was all meant for you or directed toward you, once they have cooled down. Then the answer is likely to be no and sometimes an apology.

10. Be bright.

Some standard advice for dealing with taskmasters has been: "Be brief, be bright and be brief, contributing, don't want you to be..."

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such a jerk. Giggling is better than having to be Googling for a new job if your frustrations get you cut off the team.

## 12. Save the labels.

When you are slapping more labels on people than they sell at Staples, you're part of the problem. Once you label your boss as bad, you expect him to act that way. Your expectations create your responses. Your responses drive your behavior, and if you have difficult behavior, what are you likely to get back? Save the labels for mailing out your resume, if it comes to that.

## 13. Find your focus.

If all you are looking for are the things your boss does wrong, then that's all you'll find. Our brain's Reticular Activating System serves to alarm us to those things that we deem important. Complaints that you spend hours repeating at the water cooler must be important, as often as you share them -- so your brain will find even more. Instead, focus on what you want to see more of: good boss behavior.

## 14. Move on.

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