How to Get Things Done When You’re Not the Boss

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So, What Are We Talking About?!?
It is not the answer that enlightens, but the question.

Eugene Ionesco
What does it mean to “get things done when you’re not the boss”? 
"Getting things done when you’re not the boss" = leadership without ultimate formal authority
"Getting things done when you’re not the boss" = focus on other people’s goals (i.e., manager(s), organization)
"Getting things done when you’re not the boss" = work up, down, and across the organization
What about you?
SELF INTRODUCTION

HOW TO INTRODUCE YOURSELF

Tell me about yourself.
What song is especially meaningful to you? Why?
My Request

Please, help me!
suspension of disbelief
That means putting aside thoughts

• “I tried that, and it didn’t work”
• ”That would never work in my city”
• “I could never do that”
• “I don’t want to do that”
Let us begin
more
As someone who needs to get things done when you’re not the boss, what questions might I be asking?
How can I better work with others to be more effective and efficient in my job?
How can I better help others achieve their goals?
But what if I am the **BOSS**?
SAME SAME
BUT DIFFERENT
As the boss you can

• Direct
• Reward
• Punish
As the boss and employee you have

• Expertise
• Access to information
• Ability to connect and refer
As a boss (supervisor), what questions might I be asking?
How do I help the people who report to me succeed in their roles, and achieve their professional goals?
As I manage others, how do I do the things that I know we should be doing?
You cannot change other people.
You can only change yourself (and how you relate to others)
Ourselves

Skills

Abilities

Attitudes, emotions, feelings
Your Skills and Abilities

Let’s Talk about it!
Achieve
Share
Celebrate
MOVING FORWARD
Attitudes, emotions, feelings
KNOW YOUR TRIGGERS
Being means Integrity, Honesty, Positivity, and Optimism.
• Work hard
• Attend to details
• Follow up, follow through
BUT

IT'S NOT ENOUGH

What are you doing?
What strategies do you recommend to get things done when you’re not the boss?
• Tailor work style, communications to fit those you work with;

• Craft compelling vision of your expectations;
• Rally and engage others; and

• Create win-win situations for you and colleagues.
Tailor work style, communications to fit those who you work with (1)

It’s not about you. It’s about them.

Clint Eastwood
Tailor work style, communications to fit those who you work with (2)

- Hands on/hands off management
- Detailed instructions/general guidelines
- Written/oral communication
- Face-to-face/virtual interaction
Craft compelling vision of expectations

WHERE are we going? & HOW DO WE GET THERE?

What’s In It For Me?
Rally and engage others
Create win-win situations
Roundtable Discussion

• Individual who made longest trip will record results

• Individual with next birthday will (may) share responses
The person who gets things done when they’re not the boss uses a range of tools and techniques to serve others and the organization. In doing so, that individual best serves themselves.
For more information

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