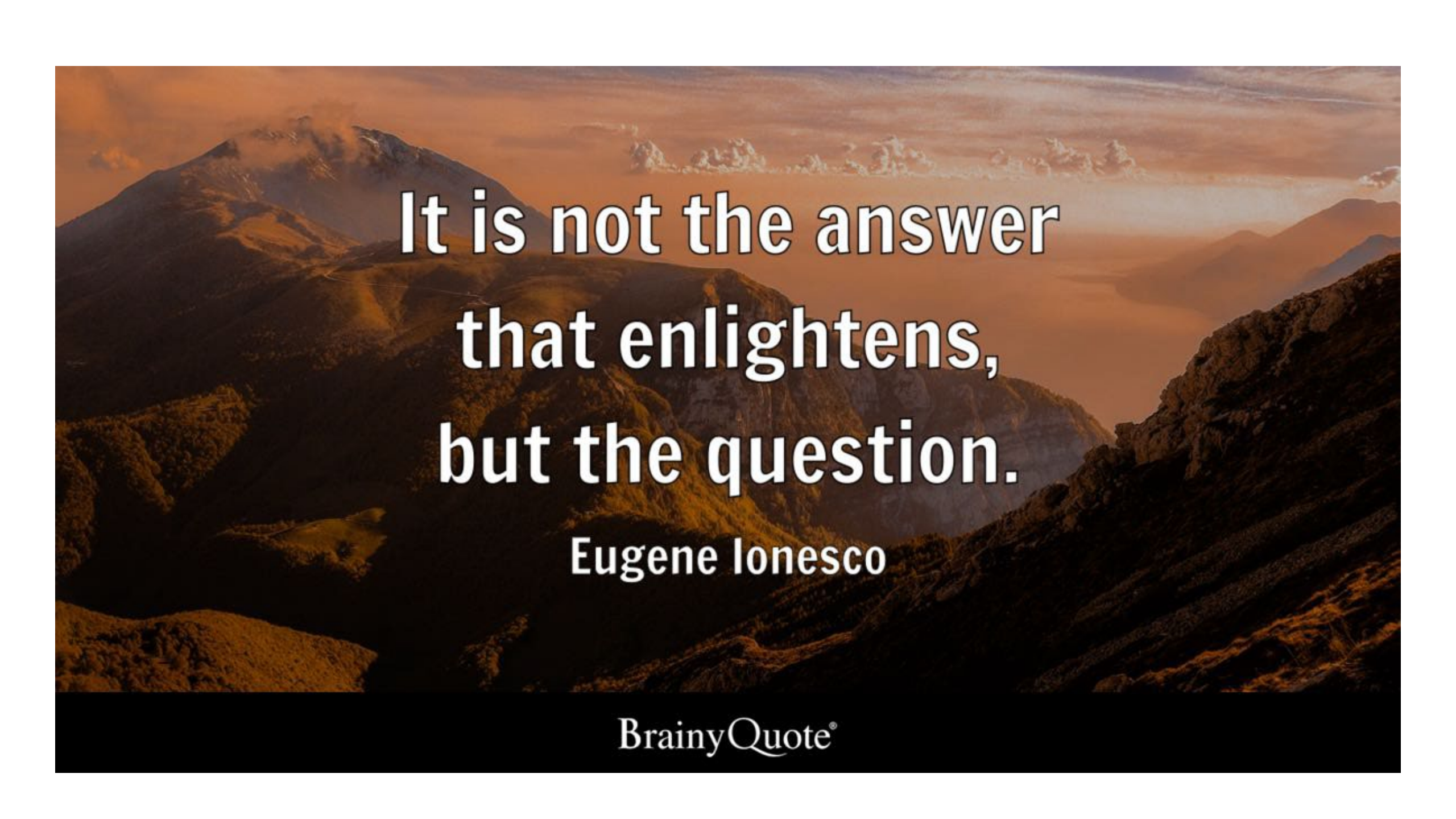


# How to Get Things Done When You're Not the Boss

Mitchell Friedman, EdD, APR  
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So, What  
Are We  
Talking  
About?!?



**It is not the answer  
that enlightens,  
but the question.**

**Eugene Ionesco**

**BrainyQuote®**



What does it mean to “get things done when you’re not the boss”?

POINT  
1

ACTUALLY

“Getting things  
done when you’re  
not the boss” =  
leadership without  
ultimate formal  
authority

POINT  
2

ACTUALLY

“Getting things done when you’re not the boss” = focus on other people’s goals (i.e., manager(s), organization)



POINT  
3

ACTUALLY

“Getting things done when you’re not the boss” = work up, down, and across the organization


What about





# SELF INTRODUCTION

## HOW TO INTRODUCE YOURSELF



Tell me  
about  
yourself.



We want to  
hear from  
**YOU.**

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**



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



# Achieve



# Share



# Celebrate

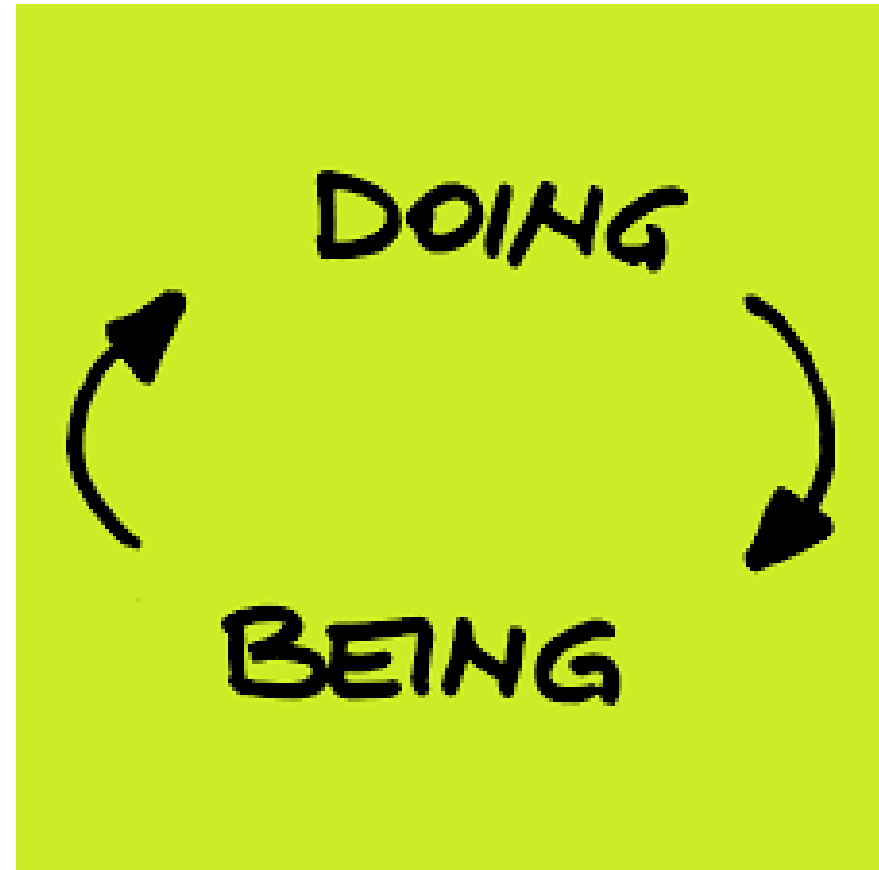






# Attitudes, emotions, feelings

WHAT IT'S  
ALL  
ABOUT





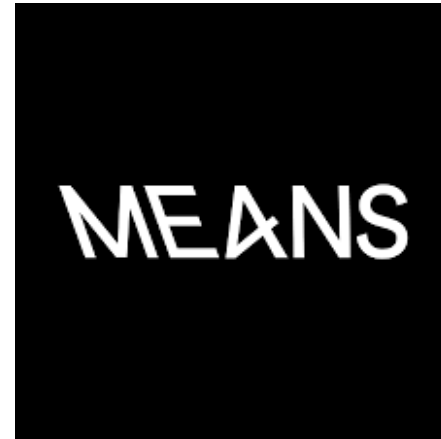
**Starting Point**

Being

**KNOW YOUR TRIGGERS**



Being



Integrity

Honesty

Positivity

Optimism



Being



- Work hard
- Attend to details
- Follow up, follow through



**BUT**

**IT'S NOT  
ENOUGH**







What strategies do you recommend to get things done when you're not the boss?

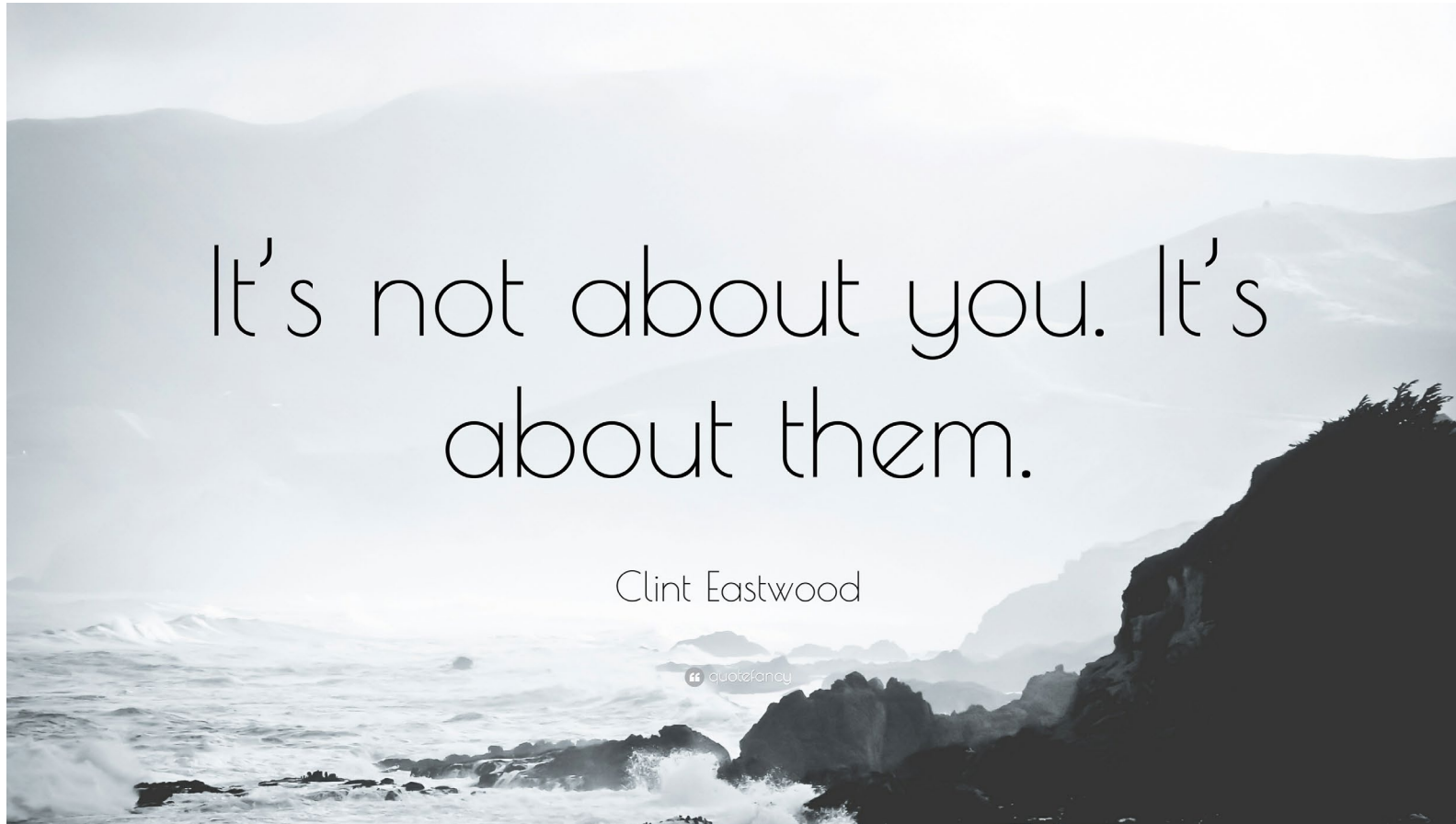
# ***HOW TO***

- Tailor work style, communications to fit those you work with;
- Craft compelling vision of your expectations;

# *HOW TO*

- 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)



# 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



**ANYTHING ELSE**



# Craft compelling vision of expectations



&

HOW DO WE GET THERE?



# Rally and engage others

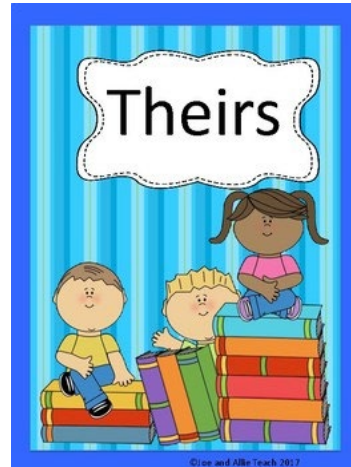




# Create win-win situations

GOAL  
Achieved

**Yours**





# Roundtable Discussion

- Individual who made longest trip will record results
- Individual with next birthday will (may) share responses



# THE BOTTOM LINE

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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