

# 5 TIPS FOR AN ASPIRING MANAGER

## *Start thinking of the bigger picture.*

While still managing your individual workload, begin assessing what other tasks could be accomplished by your team to complete particular projects. Who has to do what, and what's the time frame? Who has the final approval? What challenges stand in your team's way?

## *Ask for more responsibility.*

Able to get through your workload with time left over? Look around—what need isn't being filled on your team? Is there a job you could do that would lighten your manager's load? Showing you're available and eager to learn new skills and take on extra responsibility is a good way to communicate to your boss you might be ready to move up.

## *Take care of your colleagues.*

It's easy to see who's heavily invested in their team's success. Who are the employees who are never too busy for a question from someone else? Who's going over to other people's desks to walk them through a new project? Offer your expertise to your colleagues; be a mentor or a go-to-person when someone has questions, and the higher-ups will notice.

## *Manage yourself.*

When you know what you need to do next for a project, do it. Come in when you say you'll come in, and stay until you're done with your work. Don't make people ask you repeatedly for completed work; don't work from home and clearly be offline during normal work hours. Beat or, at the minimum, meet your deadlines. Be transparent about what you're doing and, not only will your boss love it, you might be earmarked for management positions in the future.

## *Exceed expectations.*

Whatever your job is, go above and beyond. This may sound trite, but it's excellent advice for anyone who wants to move into management. Consistently deliver more than what was asked of you on a project or task, and enjoy your meteoric rise to management stardom.



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