

Managing Up

“Managing up” is essentially making your supervisor, coworkers, and organization aware of and enforcing your boundaries, work needs, and preferences in a kind and respectful way. What resources do you need to do your job well and avoid burnout? Especially in education organizations, individuals are often asked to complete tasks that are not part of their job description and may also not be appropriate or truly beneficial to the mission of the organization or the community schools mission. What can you do if you find yourself in this situation?

- 1) Gather information.
- 2) Empathize.
- 3) Express yourself and your feelings, and explain why it's a problem.
- 4) Collaborate on a sustainable solution that protects you and benefits the organization.
- 5) Document and follow up.
- 6) Enforce, if necessary.