

## Five ways to deliver in boss' absence

For professionals constantly used to working in the shadow of their supervisors, going it solo can be a rattling experience.

The tendency to take assignments lightly and delay work can creep in. But with a little effort and consideration, one can keep going at the same pace.

ET shows you how.

- **Get clarity on your work**

The tendency to delay work and assignments creep up when the boss is on leave, says Swapnil Kamat, CEO of executive education and training firm Work Better.

'Breaks are longer than usual, and one tends to work from home or come in late.'

'To avoid falling into such habits, it is important to seek clarity on the scope of work and deadlines before the boss goes on leave,' he says.

'One might be expected to take certain decisions too and it would help to ask what is within your purview before they go on leave.'

- **Adhere to work timings**

Remember, bosses have trusted colleagues who are their eyes and ears in their absence, says Kamat.

'You would not want them to hear tales of your sneaking out early or coming in past lunch time in their absence.'

- **Connect with peers**

Shweta Jain, a marketing professional, always reaches out to peers and people from other teams when she feels she is slackening in her boss' absence.

'It helps to get a reality check on how action-oriented they are and how they are faring in comparison and puts me back on track,' she says.

- **Develop yourself**

Kamat says times like these provides opportunities to reskill.

'If one feels one is lacking in certain skills and tasks, it would be worthwhile to connect with others who have been on similar projects and assignments when one is stuck and to learn something new,' he says.

- **Assume responsibility**

One is bound to interact with the senior management and the boss' boss. 'It is an excellent opportunity to seek guidance and support from them if they reach out to you,' says Jain, who seeks out collaborations and additional projects if she feels she does not have enough on her plate.