

FIX MY

B O S S

WORKBOOK

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FIX MY BOSS WORKBOOK

Introduction:

Welcome to the ***Fix My Boss Workbook!***

This workbook is intended to be used in conjunction with the book, "**Fix My Boss**" to cultivate respect, risk courageous conversations, and increase the bottom line.

The exercises and activities provided will guide you through a step-by-step process of understanding, analyzing, and taking action to create positive change in your workplace.

Let's get started!

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**Exercise 1A: If you're an
EMPLOYEE, ask yourself:**

1. What is your current experience?

2. Do you know your job description? Were you ever given a job description?

3. Is that job description still accurate based on your current workload?

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4. If you answered no, why not?

5. Do you get time, training, or feedback?

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Exercise 1B: If you're a **BOSS**, ask yourself:

1. What is your leadership philosophy or approach?

2. What steps do you take to foster a positive and inclusive work culture?

3. How do you support and encourage professional development and growth for your employees?

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4. How do you handle conflicts or challenges within the team?

5. How do you ensure effective communication and transparency within the organization?

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Exercise 2: Assess the Situation

1. Describe your current relationship with your boss.

2. Identify specific challenges or issues you are facing with your work.

3. How have these challenges and your work relationship with your boss affected your work performance and overall job satisfaction?

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Exercise 3: Analyze the Underlying Causes

1. Identify the possible reasons behind your boss's behavior or management style.

2. Are there any specific areas where you would like to receive feedback or guidance from your boss?

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Exercise 4. Reflect on Your Mindset

1. How do you cultivate creativity and generate innovative ideas in your work or personal projects?

2: How comfortable are you with stepping out of your comfort zone and trying new things?

3. How do you view failure, and how does it impact your motivation and perseverance?

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Exercise 5. Identify Your Own Expectations and Needs

1. What are your expectations from a boss in terms of communication, feedback, support, and leadership?

2. How well do these expectations align with the current behavior and actions of your boss?

3. What are your personal needs to feel motivated, valued, and engaged in your work?

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Exercise 6. Develop Effective Communication Strategies

1. How can you improve your communication with your boss to ensure clarity, understanding, and alignment?

2. What topics of conversation need consistent dedicated time to unpack and solve?

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3. What are you not seeing that you wish you were seeing in your role and goals?

4. How far are you willing to go to make things right in the office?

5. What are you able to contribute during these vital discussions that will empower others and not intimidate or challenge them in a negative way?

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Exercise 7. Discover How You Interact with Your Team Members

1. Are you generally a helpful person?

2. Do you mind staying late when necessary to help a colleague or the boss finish a job or meet a deadline?

3. When needed, would you think twice about offering to stay late to finish a project for a colleague/employer that needed to leave on time to get to an important family commitment?

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4. Do you feel like you are doing all the work, but someone else is getting paid or getting the credit for it?

5. How can you become a more collaborative member of your team?

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Exercise 8. How to Have Difficult Conversations

Empowering Questions from **BOSS** to **EMPLOYEE**:

1. What hasn't happened that you had hoped to see by this point?

2. What opportunities do you believe we built barriers in front of?

3. Why can't we make these opportunities real?

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4. From your perspective, what things are currently working?

5. From your perspective, what things need to change?

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6. If we had a magic wand, what would make you wholly satisfied ninety days from now?

7. What do you need from me right now to feel valued and supported?

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Empowering Questions from **EMPLOYEE** to **BOSS**:

1. What are you not seeing that you hoped to see by now from me?

2. What are the opportunities you believe we have in front of us that we cannot get to because you don't feel supported by me or the team?

3. What do you believe are the reasons we cannot make the opportunities real?

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4. What is currently working from your perspective?

5. What is currently not working from your perspective?

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6. If we had a magic wand, what would make you wholly satisfied ninety days from now?

7. What do you need from me right now to feel confident enough for you to fully let go of control?

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Exercise 9. Emphasize the Company's Core Values

1. What is your team consistently doing?

a. Are these things frustrating you? If so, why?

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2. What needs does it seem your team doesn't understand?

3. Are the people surrounding you creating drama, blaming others, and complaining, or do they have a positive mindset?

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Exercise 10. Set up Clear Roles

1. What's the company onboarding process?

2. Do you have daily huddles with your team? What is the purpose?

3. What's your Quarterly Employee Growth Plan?

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4. What is each employee's role in the company?

5. What does each person need to accomplish so the company moves forward and is taken care of?

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Exercise 11. Assess Your Hiring Process

1. Who is involved in the process? Who should be involved?

2. How are the individuals from question one showing up? Are they welcoming or clinical? Are they energetic or laid back?

3. How do they treat job candidates?

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Exercise 12. Maintain Relationships Within Your Workplace

1. How do I currently measure the performance of my employee or employer?

2. What is my true role in creating a supportive or toxic work environment?

3. Do I trust others? Why or why not?

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Exercise 13. Time Effectiveness Exercise

1. When you say, "I'm busy," what and where are you honestly avoiding?

2. What keeps you from reaching your goals?

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3. Are you utilizing your time effectively? How?

4. Are you utilizing your resources effectively? How?

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**Congratulations on completing
the *Fix My Boss Workbook!***

By engaging with the exercises and activities in this workbook, you have taken important steps towards improving your relationship with your boss and creating a more positive work environment. Remember, change takes time and effort, so be patient and persistent in your efforts. Best of luck on your journey to **FIXING YOUR BOSS!**

Note: This workbook is designed as a companion resource to the book "Fix My Boss" and is not intended to replace the information or guidance provided in the book.

It is recommended to read the book alongside completing the workbook for a comprehensive understanding of the strategies and principles discussed.

In your corner,



Molly McGrath

Author, Fix My Boss

