

HOW TO MANAGE A CHIEF FINANCIAL OFFICER AT XYZ COMPANY:

DO:

1. Be Results Oriented. Our conversations should have a purpose.
2. Be Time Sensitive. I like meetings to start on time. I like them to stop on time.
3. Use Email.
4. Take initiative. If you don't take the initiative, I will.
5. Conclude meetings with action steps, timetables, and a clear understanding of who is responsible for accomplishing what. If you don't do this, I will.
6. Start your presentation with a focus on the strategic objectives BEFORE you go into the details. Always show me you understand the forest AND the trees.
7. Keep me informed. I'm not fond of surprises.

PERMISSION:

1. If you want me to slow down, say so.
2. I respect people who know what they do not know and are not afraid to say it.
3. It's OK to laugh and make jokes.
4. If you don't understand, it is OK to say you don't understand.

STOP (Do this and you are in trouble).

1. If you develop a reputation for stabbing people in the back, do not expect to remain here long.
2. I do not want to be your proofreader, and I do not want to worry that your numbers are properly added.
3. Make sure to follow-up on what you said you would do.
4. Expect me to micromanage you.