

## Things to Remember When Talking To Your Employer About More Flexibility

If you enjoy your current job and just need a little more flexibility, you may be considering approaching your supervisor about a new arrangement. The most important thing to remember here is to look at it from the company's point of view:

1. **Don't just describe why the change would suit YOU.** It's already a given that the new arrangement would suit you or you wouldn't be asking.
2. **Don't go into detail describing all the problems you are having in your current situation..** Just as you would not do this in an interview, keep most of the details of your private life to yourself. Detailing too many problems will make you sound incompetent and 'needy.'
3. **Do give adequate proof that the arrangement would benefit the company as well.** Think of ways in which the new arrangement would save the company money or increase its resources. For instance, if you are proposing a job sharing arrangement, you could describe ways in which having two knowledgeable, cross-trained, employees would be beneficial for vacation coverage.
4. **Do describe ways in which you have been a valuable employee.** Because hiring and training are such big expenses, often employers are willing to give more job flexibility in order to retain a valuable employee, as long as it does not significantly impact the ability to get the job done.
5. **Do offer something more in return.** If practical, try to think of something you are willing to offer that would solve a business problem. For instance, perhaps in exchange for more flexibility during the week, you would then be available for late night conference calls with Beijing.