

BE CLEAR

- You and your friend-now-subordinate must realize that **your work relationship has changed.**
- It's your job as the boss to **talk about the new responsibilities** you face in your new role and to **set clear expectations and boundaries** from the start.

BE AWARE

- Be aware of what you are doing and not doing.
- **People will observe, notice, and go so far as to scrutinize every decision you make** (or don't make), or **who you give your time and attention to** (and who you don't).

4 Ways to Transition from **FRIEND** to **BOSS**

BE PREPARED

- **Evaluate whether a workplace friendship was for a reason, season, or lifetime.** Friends can be valuable to your success and even your sanity at work.
- Being clear, aware, fair, and prepared will help you flip your relationships with your BFFs when they begin to report to you.

BE FAIR

- Be transparent – give rewards and recognition not just to friends, but **to people who perform well and deserve it.**
- **Know the difference between fairness and equality.** It's okay to not treat everyone the same way, but treat everyone fairly.

