








Manager's Checklist

Daily

-  Provide actionable feedback that helps improve everyone's performance ☐
-  Have personal interactions with everyone (how ARE you? Is everything alright?) ☐
-  Help those who are blocked, unable to make progress ☐
-  Respond to escalations, priority requests of the day ☐
-  Eliminate wasteful activities (apply Lean principles) ☐
-  Create intrinsic motivation, reinforce "why" ☐









Weekly

-  Have 1:1 with each report ☐
-  Recognize those who do a great work ☐
-  Manage difficult people: Listen. Give clear behavioral feedback. Document. Followup. ☐
-  Understand and unblock challenges your team feels ☐
-  Establish successful collaborations with other functions and teams ☐
-  Learn important technical skills that help advise the team, and earn respect ☐
-  Source new ideas for improving the processes ☐

Once in a while

-  Understand what motivates them ☐
-  Understand their long term career goals ☐
-  Empower your reports to help each other ☐
-  Set clear expectations for what you feel they are able to achieve ☐
-  Find out what your reports expect from you ☐
-  Set personal example by sharing and acting on your own feedback ☐
-  Reward thoughtful failure ☐

Monthly

-  Do performance review with every report ☐
-  Ensure everyone is on track to meet their objectives. If not, help ☐
-  Ask, propose and organize training opportunities or conference visits for your team ☐
-  Ask if your reports are getting enough feedback ☐
-  Discuss any important company/team updates or news ☐
-  Discuss any areas in need of change (company, team, project etc.) ☐
-  Check if your management style is effective for your reports and get suggestions for change ☐
-  Arrange high performers to train others ☐

Quarterly

-  Discuss rating, peer feedback and areas of improvement ☐
-  Communicate the review of their comp ☐
-  Discuss opportunities and career paths for the employee ☐
-  Set clear objectives, key results (OKR) ☐
-  Hire people better than you ☐

Managers Of Checklists

BM King



Managers Of Checklists:

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