# CHECKLIST FOR WORKING WITH YOUR MANAGER

## *Use this worksheet to check if you’re on the right track in your relationship with your manager.*

*Answer if the below statements are true for you, and add your notes or actions.*

|  |  |  |
| --- | --- | --- |
| **This statement is true….** | **Yes** | **No** |
| I understand my manager’s style and preferences. |  |  |
| Notes/Actions |
| I know my manager’s priorities and can see things from my manager’s perspective. |  |  |
| Notes/Actions |
| I’ve got *the basics* right; I follow professional- and team behaviors and communicate clearly. |  |  |
| Notes/Actions |
| I am honest in my relationship with my manager – even when it feels risky. |  |  |
| Notes/Actions |
| I focus on my *job* and *results* in my relationship with my manager (not just on making a good impression). |  |  |
| Notes/Actions |
| My manager knows what I am doing, and I align my priorities with my manager. |  |  |
| Notes/Actions |
| I bring solutions, not (only) problems. |  |  |
| Notes/Actions |
| I treat information from my manager confidentially. |  |  |
| Notes/Actions |
| **This statement is true….** | **Yes** | **No** |
| I communicate sufficiently frequently with my manager ... at least once per week. |  |  |
| Notes/Actions |
| I “adapt to the style of the receiver” when communicating with my manager. |  |  |
| Notes/Actions |
| I regularly ask for feedback. |  |  |
| Notes/Actions |
| I keep my manager informed in a timely manner. |  |  |
| Notes/Actions |
| When I disagree with my manager, I tactfully voice my concerns, preferably in conversation and not in writing. |  |  |
| Notes/Actions |
| I regularly align goals and expectations with my manager (*not* only once per year). |  |  |
| Notes/Actions |
| I shape my job to become a better fit with my natural strengths, my values, and my interests. |  |  |
| Notes/Actions |