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 <i>job</i> and <i>results</i> 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	1	

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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	1	
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		