

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.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I know my manager's priorities and can see things from my manager's perspective.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I've got <i>the basics</i> right; I follow professional- and team behaviors and communicate clearly.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I am honest in my relationship with my manager – even when it feels risky.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
My manager knows what I am doing, and I align my priorities with my manager.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I bring solutions, not (only) problems.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I treat information from my manager confidentially.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		

This statement is true....	Yes	No
I communicate sufficiently frequently with my manager ... at least once per week.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I "adapt to the style of the receiver" when communicating with my manager.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I regularly ask for feedback.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I keep my manager informed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
When I disagree with my manager, I tactfully voice my concerns, preferably in conversation and not in writing.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I regularly align goals and expectations with my manager (<i>not</i> only once per year).	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		
I shape my job to become a better fit with my natural strengths, my values, and my interests.	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Actions		