Manager's Checklist

Progress		Daily		-	Monthly
because and organize training opportunities or conference visits for your team. Respond to escalations, priority requests of the day Ask if your reports are getting enough feedback. Eliminate wasteful activities (apply Lean principles) Discuss any important company/team updates or news. Create intrinsic motivation, reinforce "why" Discuss any areas in need of change (company, team, project etc.) Weekly Arrange high performers to train others. Have 1:1 with each report Discuss rating, peer feedback and areas of improvement. Have 1:1 with each report Discuss rating, peer feedback and areas of improvement to train others. Have 1:1 with each report Discuss rating, peer feedback and areas of improvement. Learn important technical skills that help advise the team, and earn respect Discuss rating, peer feedback and areas of improvement. Learn important technical skills that help advise the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss rating, peer feedback (DKR) Learn important technical skills that help advise the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities and career paths for the team, and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities and career paths for the team and earn respect Discuss opportunities Discuss opportunities Discus	D			~	Do performance review with every report
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Use surveys and checklists to find the truth and

Admit your mistakes, be transparent about it.

nudge people to improve

Take counsel from all direction.

Set personal example by sharing and acting on your

own feedback

Reward thoughtful failure

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