

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

-  Set clear expectations for any lateral/upward movement
-  Express interest/concern for team members' success and personal well-being
-  Celebrate accomplishment, team lunch/dinner, outing.
-  Represent your company publicly
-  Make everyone feel included in decision making
-  Use surveys and checklists to find the truth and nudge people to improve
-  Admit your mistakes, be transparent about it. Take counsel from all direction.

Managers Of Checklists

JS Bruner



Managers Of Checklists:

Unveiling the Magic of Words: A Review of "**Managers Of Checklists**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Managers Of Checklists**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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