

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

Mike Jess



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