



MANAGING UP

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START



THE KINETIX GROUP

Key Managing Up Tips



Communicate Clearly and Directly



1

Clearly Outline Strengths and Improvement Areas At Check-Ins

2

Share Your To-Do List With Your Manager

3

Articulate Questions Clearly and Propose Solutions

4

Consider the Delivery Channel/Audience

5

Set Expectations for Roles and Responsibilities Early

Get to Know Your Manager



1

Always Take Notes During Meetings (Internal & External)

2

Be Aware of Meeting Purpose & Tones

3

Pay Attention To How Your Manager Communicates and Adjust Accordingly

Think Bigger Picture



1

First Understand the Importance of Your Task

2

Keep Track of Client Concerns or Ideas

3

Always Think About the Big Picture

Be Flexible and a Team Player



1

Be a Team Player During Team Structure Changes

2

Seek Additional Responsibilities

3

Have a “Can Do” Attitude

4

Take Care of the Little Things

Adopt Habits of Productivity



1

Start a Team To-Do List

2

Come To Check-Ins Prepared

3

Look for Opportunities To Go Above and Beyond

4

Be Proactive

5

Pick Up the Phone!