MANAGING UP

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Key Managing Up Tips





Ask clear questions and always provide at least one possible solution to demonstrate critical thinking on your end

Clearly and

Directly

Get To Know Your Manager

- Set clear expectations: "What is your definition of a great performance?"
- Clarify their working style: "What do you need from me to be successful?"; "Do you prefer detailed emails/updates"
- Share your personal working style

Think Bigger Picture

- How will your work be used by the team or client?
- Are there specific dependencies on your work?
- What are the strategic goals of your team/client?
- How does your work drive towards those goals?

Be Flexible and a Team Player

- Proactively and clearly define your role and expectations with your manager
- If your team is shrinking, step in to take over responsibilities of previous team members
- If your team is growing, volunteer to onboard new team members

Adopt Habits of Proactivity

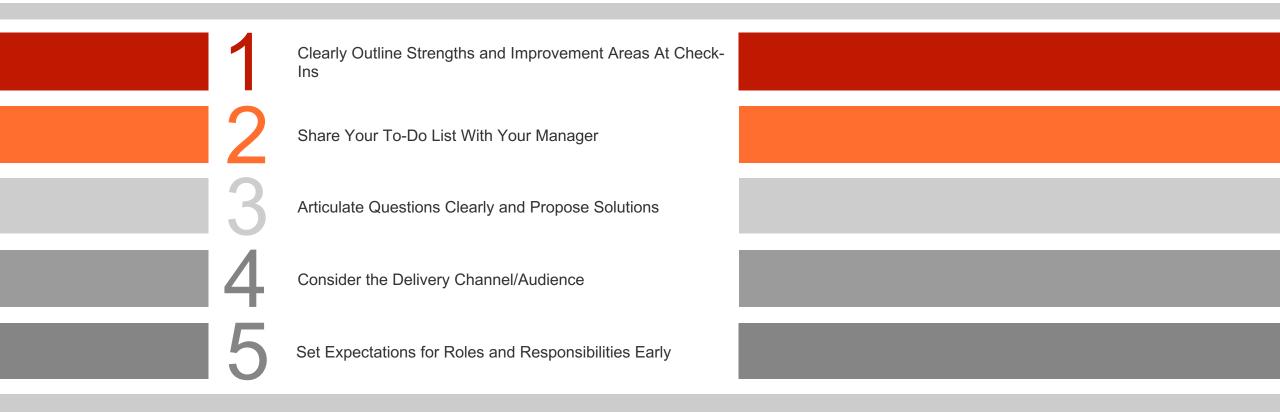
- Every Sunday evening, spend 15 mins planning the week for yourself and your team
- Propose team events
- Always take notes, even if not requested to
- Schedule regularly checkinns and constantly seek feedback.

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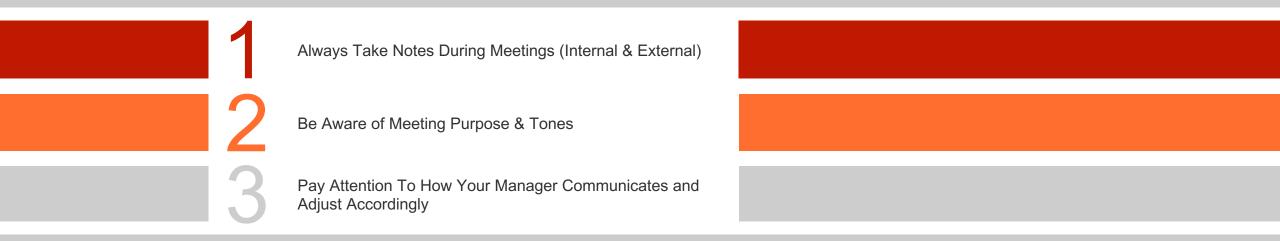
Communicate Clearly and Directly





Get to Know Your Manager

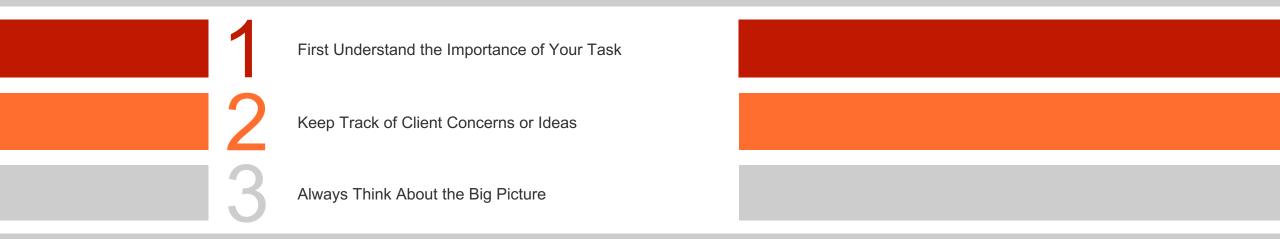






Think Bigger Picture

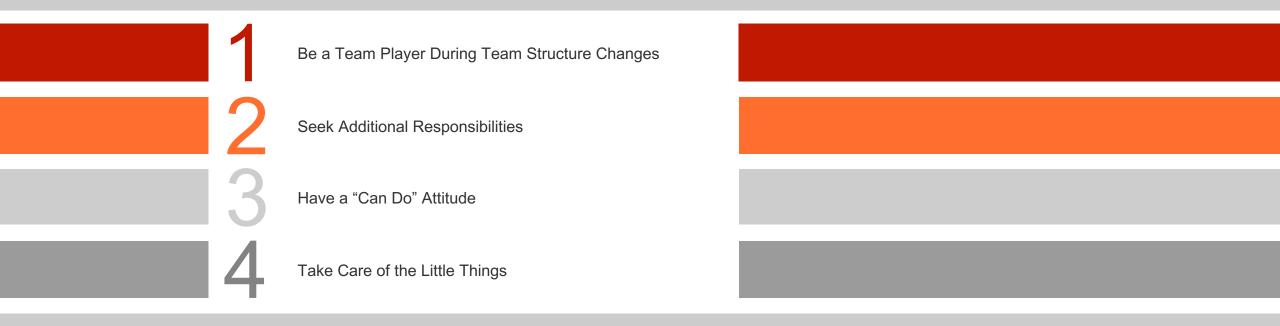






Be Flexible and a Team Player







Adopt Habits of Productivity



