**Managing Up Worksheet**

**Q1. How well do you manage up?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rules** | **Poor** | **Below Average** | **Average** | **Above Average** | **Excellent** |
| 1) Understand & Adapt to Your Manager |  |  |  |  |  |
| 2) Commit Yourself to Your Manager’s Success |  |  |  |  |  |
| 3) Know How to Push Back |  |  |  |  |  |
| 4) Own Execution of the Relationship |  |  |  |  |  |
| 5) Communicate! |  |  |  |  |  |

**Q2. How well do you understand your manager?**

|  |  |
| --- | --- |
| How do they prefer to receive information? |  |
| How do they process information? |  |
| What is their decision making process? |  |
| What motivates him/her? |  |
| What are hot buttons/fears/ambitions? |  |
| What are his/her expectations of you? |  |

**Q3. What is one rule you could apply today that would improve your relationship with your manager? What is a specific situation where you can apply the rule described above?**