

Scorecard on How to Manage Upwards

- Do I understand the importance of aligning my goals with my boss's priorities?
- Can I clearly identify what my boss is trying to achieve and ensure my actions support those goals?
- Am I being proactive in anticipating my boss's needs and taking initiative?
- Do I find myself taking steps to address tasks or challenges before my boss even has to mention them?
- Do I communicate with my boss regularly, and am I clear and concise when sharing updates?
- When I provide progress updates, am I giving enough information without overwhelming them with unnecessary details?
- Am I actively seeking feedback from my boss and adjusting my approach when necessary?
- Do I regularly ask for constructive feedback, and am I open to making changes based on my boss's input?
- Am I aware of the boundaries in my role and respecting them while still showing initiative?
- Do I sometimes find myself taking on too much or stepping into areas that should be left to my boss?
- How can I better balance initiative with respect for boundaries?