

Managing Up Reflection Guide

Empower your influence by turning insight into action. Use this guide weekly to deepen your partnership with your manager—and watch your impact ripple across your team.

How to Use

1. Choose one “Managing Up” focus area each week.
2. Block 15–20 minutes for honest self-reflection.
3. Record your thoughts below.
4. Turn insights into a targeted action plan.
5. Revisit next week: rinse, repeat, refine.

1. Understanding Their Priorities

What did I learn about my manager’s goals this week?

- Key objectives they emphasized: ...
- Moments when I aligned my work to those priorities: ...
- What I could’ve asked or clarified sooner: ...

Self-Rating (1–5)

1 2 3 4 5 (low alignment → high alignment)

Action Step(s)

- Next week I will...

2. Adapting Communication Style

How did I match their preferred channels/format?

- My chosen method (Slack, email, 1:1): ...
- How they reacted: ...
- One tweak to make my updates smoother: ...

Self-Rating (1–5)

1 2 3 4 5 (high friction → seamless flow)

Action Step(s)

- Next week I will...

3. Anticipating Needs & Offering Solutions

What problem did I pre-empt before it landed on their desk?

- Scenario: ...
- My proposed options: ...
- Outcome or feedback: ...

Self-Rating (1–5)

1 2 3 4 5 (late alerts → proactive partnership)

Action Step(s)

- Next week I will...

4. Building Trust Through Consistency

Where did I over-deliver or miss a deadline?

- Commitment: ...
- Delivery: ...
- Lesson learned: ...

Self-Rating (1–5)

1 2 3 4 5 (unreliable → trust anchor)

Action Step(s)

- Next week I will...

5. Leveraging Micro-Nudges

Which small prompts did I share?

- Quick wins celebrated: ...
- Resources or articles sent: ...
- Social “thank-you” or kudos: ...

Self-Rating (1–5)

1 2 3 4 5 (no nudges → culture catalyst)

Action Step(s)

- Next week I will...

6. Infusing Purpose & Values

How did I connect tasks to our mission or values?

- Task: ...
- Purpose tie-in: ...
- Impact observed: ...

Self-Rating (1–5)

1 2 3 4 5 (transactional → mission-driven)

Action Step(s)

- Next week I will...

Weekly Wrap-Up

- **Biggest insight:** ...
- **Most meaningful win:** ...
- **One habit to double-down on:** ...
- **One challenge to tackle:** ...

Accountability Partner

- **Name / Role: ...**
- **Check-in frequency ...**

Next Steps:

1. Schedule your next reflection block.
2. Share one action step with a peer or mentor.
3. Track results in a simple spreadsheet or note.