TOOLS TO HELP YOU KEEP YOUR MANAGER UPDATED

A Step-by-Step Checklist

Type up a list of items you've been working on

THE FORMAT OF THE LIST

- [ ] The items listed are in bullet point form and concise
- [ ] The list has a title and a date
- [ ] It should definitely not be more than one page in length
- [ ] Items listed are topics of discussion with your manager

THE ITEMS ON THE LIST

- [ ] Each item indicates their due dates or date of the event
- [ ] Each item indicates any milestones
- [ ] Each item indicates the stakeholders/collaborators
- [ ] Indicate barriers for each item, if any

WHAT NOT TO DO

- Do not vent about conflicts to your manager
- Do not come to your manager with a problem unless you've thought through some potential solutions
- Do not digress about unnecessary topics
- Do not gossip

WHAT TO REMEMBER

Keep all your information important. Ask yourself:

- Do you want your managers input on these tasks?
- Do you want/need feedback on your performance?
- Does my manager need to know this?
- Do they already know this?