

'The Fearless Manager' Checklist for 2012

Your Rating

Create success with an action plan for results!

Fearless Managers are bold, brave, intrepid, accountable, visionary, and are ready to change. Take 10 minutes to carefully assess your readiness, review areas for improvement, and prioritise.

	I'M OK AT THIS	NEED TO IMPROVE
Managing Self		
Do you have a reading list of informative books, blogs, magazines or newspapers that you allocate time for and actually read?		
Do you have your goals written down?		
Are you using a personal time management tool to record and prioritise your to-do items on a weekly and daily basis?		
Do you consistently achieve your 'important but not urgent' tasks?		
Have you reflected on your personal communication style and how to improve your dealings with others?		
Do you make yourself slow down and actively listen to other people?		
Do you ask for feedback from others and graciously accept it?		
Do you have a mentor or someone to provide guidance for you if asked?		
Have you identified your own professional development priorities and scheduled time to address them?		
Do you take regular 'time out' in some way to remain calm and enjoy your work?		
Managing Others		
Do you understand the communication style of the people you work with?		
Do you make your expectations clear, and ask for feedback to be sure?		
Do you know what motivates your team as individuals?		
Do you know how to handle conflict within your team?		
Have you considered potential sources of conflict and made arrangements to minimise that outcome? (Being proactive rather than reactive)		
Do you delegate tasks to others as often as possible?		
Do you resist the pressure (or urge) to respond to every urgent request immediately?		
Do you manage meetings well; preparing in advance; being on time; sticking to the agenda; encouraging others to contribute?		
Do you have a personal and professional development plan in place for each team member?		
Are you able to be assertive when required?		
Managing Performance		
Do you understand the current priorities for the business?		
Have you set a clear direction/vision for your team?		
Do team members know what you think is most important for them to focus on?		
Have you scheduled specific times to discuss performance with your team, individually and as a group?		
Do you proactively seek opportunities to find people doing something right – and praising them for it?		
Do you address sub-standard performance as soon as possible?		
Does every team member have an up-to-date position description that includes tasks and responsibilities?		
Do you make time to be aware of whether your team are having fun and enjoying their work?		

Are you and your team ready for success?

This checklist is just the start. If you need help to get your management skills on track, or to improve the performance of your team, visit Marketing Nous at www.marketingnous.com.au to explore the free articles and other resources, and investigate your options.