

# MANAGER CHECKLIST

Nine strategies to help you and your team take better actions and get better results.

1:  
Know Yourself.  
Be Yourself.

2: Keep your team and your supervisor informed.

3:  
Empower!!

4:  
Mentor.  
Mentee.  
Accountability Partner.

5:  
Assess,  
Create, &  
Reinforce Culture

6:  
Point of Influence vs Point of Friction

7:  
Engage the Five Senses

8:  
Inclusivity

9:  
Boundaries



# 9 STRATEGIES FOR SUCCEEDING AS A MANAGER



Know Yourself. Be Yourself. Know your strengths and when they become your weaknesses. Know your capabilities and limitations. Be authentic by playing to your strengths, admitting weaknesses, and engaging others. Baylor Course: Self-awareness: A Christian Perspective



Keep your team and your supervisor informed. What do I know? Who needs to know it? To promote efficiency and morale, keep your employees and supervisors informed. Explain the 'Why' behind the 'What,' and empower them to do the 'How.' Develop a culture of continuous self-improvement. Baylor Course: Crucial Conversations



Empower!! Be extremely intentional about preparing and developing your team. This isn't micro-management; on the contrary, it is delegating while setting them up for success. Develop a sense of responsibility, relegate authority, and employ your team within their capabilities. Baylor Course: Crucial Accountability



Mentor. Mentee. Accountability Partner. Have a support team of mentors and accountability partners to check your assumptions, expand your perspective and confidentially challenge you. It is your duty and responsibility to do that for others. Baylor Course: Moving to Mgmt



Assess, Create, & Reinforce Culture. This is a continuous process and the essence of what you will do as a leader. You will set the tone and the example for what positive or negative habits persist in your department. Is your team on the right track? Baylor Course: Leadership Essentials



Point of Influence vs Point of Friction. We must constantly assess ourselves and the department, to discern between the point of influence and the point of friction, and where influence is most appropriate. The better a leader is able to 'telescope' - balance zooming in and out - from each point, the better they can evaluate the needs of the community and their staff in order to find solutions that meet the intent. Baylor Course: Vision & Execution



Engage the Five Senses. Use the Five Senses to gain situational awareness. Hear – Listen for each person's perspective on the department. Touch – Start to formulate how you will add your personal touch to the team. Smell – Have a nose for facts and hindrances; trust the facts, develop a plan to remove hindrances. See – Look and observe. Taste – Eat lunch with employees on an individual basis. Baylor Course: The 1% Leadership Solution: One on Ones



Boundaries. Make decisions that leads to achieving results and retaining your people. Build time in your schedule for contingencies, One on Ones, and 'you' time. Protect those times! Learn how to say 'No' to good things so you can say 'Yes' to great things. Baylor Course: Leading Meetings



Inclusivity. As leaders, we want to create an environment where all Baylor employees have:  
Visibility to be noticed;  
Value to be taken into account;  
Access to social interactions;  
Rights to act and to claim;  
Resources to participate.  
Baylor Course: Building High Performance Team