

# Make Managing Up Count

## Why Managing Up Matters

It's a weird thing, managing up. Is it your job to manage your manager? In short, managing up isn't managing them, it's managing how they receive & understand what you are communicating. It's about creating a healthy, proactive relationship with your manager so you can:

- Build trust
- Work more efficiently
- Reduce micromanagement
- Influence decisions & direction

When done well, it creates clarity, alignment, and less rework because both parties are clear on the message, the task and the output required.

Managing up isn't just for your manager either, it can be used for Leadership, Peers and even your team!

## When to Use This Resource

You can use this resource when you need to get crystal clear on what you want to communicate + why. For example, use it before or during 1:1s, planning cycles, project kickoffs, performance check-ins or budget requests from Leadership.

It's especially helpful when:

- You need clearer direction or priorities
- You want to build influence and ownership
- You're preparing to propose something new
- You're feeling blocked, overloaded, or misaligned



## How to Prepare - Step 1

Like with any process, you need to get prepared. By practising this process you will build a new approach of communicating that becomes second nature, or a natural habit:

1. **Review your manager's priorities** - what are they focusing on right now
  - a. (team OKRs, company strategy, stakeholder pressures).
2. **Get clear on what you need** - distill what you are asking for
  - a. (feedback, decision, resources, buy-in).
3. **Bring a solution-oriented mindset** – don't just present problems
  - a. Have at least 1 solution to suggest.

## How to Prepare - Step 2

Step 2 is when you start to put things into perspective. You start to dive into why what you need/want to propose is important and should be listened to too.

Introducing the **Get Your Sh!t Together Quad**.

This is a discussion flow where you can take all you share in step 1, and bring it together in a way that aligns to business priorities.

### Suggested flow:

My advice, start top left, then bottom left, then top right and ending with bottom right →

Now you have your quad set, it's time for the conversation!



## The Conversation - Step 3

Use the Quad to guide your conversation so you can walk the person into what you have to share, the reasons why, the solution and the measure of success.

### Tips for having the conversation...

#### 1. Lead with alignment

Drive resonance in what you are saying and their priorities "I know you're focused on **[their priority]**."

Here's where I think I can help."

#### 2. Ask open questions

Be curious about their thoughts.

"What does success look like for you on this?"

"What's most important to you about how this is delivered?"

#### 3. Be honest about your needs

Remember the goal is progress, ask for support.

"I want to do this well. What would help me is..."

#### 4. Don't assume silence is approval

Assuming makes an ASS out of U + ME

Recap decisions and actions in writing. Ask: "Did I capture that right?" or "What's your understanding of my ask?"



## Optional: Reflect Afterward

I say optional... and I highly recommend reflecting on how you did. At the start I said this will take some practice and I wasn't lying.

Some times will feel better than others but knowing what made something feel either way is important...

Don't over think it though and beat yourself up with all your "could have done differently". The gift of hindsight is that is it 20:20 so use it for what it is - ask yourself:

- What worked well in the conversation?
- What felt unclear or unresolved?
- What will I do differently next time?

**Remember:** Managing up isn't a one-time event. It's a leadership behaviour you practice.

Use this tool consistently, and you won't just manage up, you'll move up.

### Celebrate the handover!

Highlight wins and ownership, and remember their willingness and capability to accept delegation could form part of their overall career development conversation!

### **Final Thought:**

Managing up is a leadership multiplier. When you manage up with clarity, context, and care, you don't just get more done—you help others rise.

Use this guide to manage up with intention, and watch your team grow.



## READY TO MAKE MANAGING UP EASY?

Managing up can feel like a lot of pressure, but with the right approach, it doesn't have to be difficult.

**Want to get better at managing up?**

**Let's connect for a no-obligation coaching chat.**



**Let's Connect**



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