



Below is a template to help you to plan and think through some ideas on how to successfully manage up.

**WHAT:** *What is the situation, task, or ask that you want to manage up?*

**WHY:** *Why is this important to you, your supervisor, and the organization?*

**WHO:** *Who do you need to manage up with this task/ask?*

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**ASK:**

- *What are some important questions you might ask your supervisor to find out what your supervisor already knows about it and what you might need to know?*
- *How are some ways that you can acknowledge your supervisor's ideas/feelings before moving on to the next step of "adjust?"*

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**ADJUST (Part 1):**

- *What is your supervisor's style?*
  - *Does your supervisor appreciate brevity? Are they social? Do they want to see a plan mapped out first? Do they want to be part of the solution?*
- *What else do you need to consider about your supervisor's style of communication?*

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**ADJUST (Part 2):**

- *Does your supervisor have a particular leadership type that you might need to consider (i.e., micromanager, indecisive, all-knowing, or other)?*
- *What might you plan to do to address this as part of your pitch?*

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**HEART or HEAD:** *Does your supervisor favor one or the other? How might you consider this as you manage up?*

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**HANDS:** *How might you offer to help?*

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**Anything else to consider?**

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