

Keeping your Skills on Track – Monthly Check Up Sheet

To check you are managing as well as you could be you might find it useful to check on yourself once a month. The questions below may help you and you may like to add some of your own. Since I last worked through this checklist have I...

	YES	NO
⌘ Achieved whatever goals or targets I was planning to reach by this date?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Clarified my goals or targets for the next six months?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Made plans towards attaining my goals and targets?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Decided what I want to achieve at work during the coming week?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Kept in mind what I want to achieve at work during the next five years?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Kept in mind what I want to achieve in the rest of my life?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Done things and produced results that contribute to attaining my long-term plans?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Concentrated on what I know to be important rather than on what is easier or more immediately rewarding?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Been judging myself by what I have been achieving rather than by how hard I have been working?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Stopped any unproductive activities, for example going to meetings I do not need to go to?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Made myself spend adequate time on planning?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Been delegating when I should?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Been systematic in monitoring the work of my team?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Reminded myself of the cost of my time?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Taken steps to improve the way I manage my time?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Taken any necessary steps to ensure that work pressures have not become unduly stressful?	<input type="checkbox"/>	<input type="checkbox"/>

⌘ Done all I can to make the working lives of my team members as satisfying as possible?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Given them leadership of the quality I would wish to be given myself?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Noticed something new about each one's performance and development?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Given each one adequate and appropriate feedback?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Kept aware of everything going on in the organisation that might affect my team and me?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Been more confident and/or resourceful in exerting influence?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Made efforts to be more productive in meetings?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Improved in the ways I communicate?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Given support to my manager?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Obtained satisfactory support from my manager?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Made sure my manager is aware of my achievements and ambitions?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Done anything specific to keep up to date?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Acted consistently in ways I believe to be fair and ethical?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Reflected on things I have enjoyed doing and/or have done particularly well?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Reflected on things I have not enjoyed and/or have done less well, and considered how I may do them differently in the future?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Concentrated on how to improve in the future rather than dwell on past mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Learned something about managing and/or myself as a manager?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Developed my managerial competencies?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Worked through this checklist within the last few weeks?	<input type="checkbox"/>	<input type="checkbox"/>
⌘ Additional questions for you to add...	<input type="checkbox"/>	<input type="checkbox"/>