Below is a template to help you 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?

Created by Donna Spangler, via Edutopia