



Sample Working with Your Manager Cheat Sheet:

This documentation isn't about anyone being "right" or "wrong". We all have flaws. It is about recognizing that how you work with someone often determines the results that you get. Each of you will have to create your own way to get what you need from (name of position manager reports to). Through the course of these interactions the expectation is that change will occur, but if you're focused on changing (name of position manager reports to) you're focused on something that you can't control. These are tips focused on things that you can control. By focusing on your approach, you can shift the entire relationship that you have with someone including (name of position manager reports to).

Ways to work with (name of position manager reports to) specifically:

- (Name) prefers to have time to study an issue and facts before discussing solutions. To ensure that she/he has time to look over a new suggestion:
 - Send a detailed email describing a new suggestion using the provided template.
 - Schedule a meeting on the calendar 2 business days out to review initial feedback.
- (Name) tends to find everything wrong with a new solution before looking at what works. This can come across as negative to some people. Be aware that this isn't saying the idea is wrong or that it's not going to happen, but simply the thought process she/he uses to think through an idea. Do not shut down in the beginning of this process, but take it that she/he needs more information.
- (Name) doesn't always know what they don't want until they see it. This can be frustrating because you might spend time collaborating on a solution, but the moment she/he sees a prototype or the first draft there is feedback on what she/he doesn't like. This should not be taken personally or seen as a reflection of your work. It's the way they work. To work through this:
 - Use visuals when discussing solutions
 - Introduce rough drafts, mock-ups and prototypes early into discussion
 - Try to provide 2-3 samples if possible
 - Do not get attached to the idea, stay focused on the result