



## Checklist for daily progress (manager)

Progress	Setback
In short, describe 1 - 2 events today that indicated either or small <b>progress</b> or a potential <b>breakthrough</b> .	In short, describe 1 - 2 events today that indicated either a minor setback or a potential crisis.
Catalysts	Inhibitors
<ul style="list-style-type: none"> <li>• Did the team have clear short- and long-term goals for <u>meaningful</u> work?</li> <li>• Did the team members have <u>self-management</u> to the degree that they could solve problems and take ownership?</li> <li>• Did the team have the <u>ressources</u> available that they needed to move on effectively?</li> <li>• Did they have enough time to focus on <u>meaningful</u> work?</li> <li>• Did I <u>help</u> them, when they needed it, or asked for it? Did I encourage them to help each other?</li> <li>• Did we talk in the team about what we could learn from today's successes and problems?</li> <li>• Did I make sure that new ideas were allowed to be discussed in the team?</li> </ul>	<ul style="list-style-type: none"> <li>• Did any confusion about short- and long-term goals for <u>meaningful</u> work occur?</li> <li>• Were the team members prevented from <u>independently</u> solving problems and taking ownership?</li> <li>• Did the team lack the necessary <u>ressources</u> to move on effectively?</li> <li>• Did they have enough time to focus on <u>meaningful</u> work?</li> <li>• Did I, or others, fail to help - either when asked or unsolicited?</li> <li>• Did I punish mistakes, or did I forget to appreciate the possibilities in or the learnings of problems and successes?</li> <li>• Did I, or others, shut down the possibility to discuss are ideas too soon?</li> </ul>
Starters	Stoppers
<ul style="list-style-type: none"> <li>• Did I show respect for the team members by recognizing their contribution to the progress, did I pay attention to their ideas, and did I treat them as professionals that I have faith in?</li> <li>• Did I encourage team members that were challenged?</li> <li>• Did I support team members that faced professional or personal problems?</li> <li>• Er der en oplevelse af personlig og professionel god kontakt og kammeratskab i teamet?</li> <li>• Is there a personal and professional strong contact and friendship in the team?</li> </ul>	<ul style="list-style-type: none"> <li>• Was I disrespectful towards the team by failing to recognize their contributions to the progress, being inattentive of their ideas, and did I fail to treat them as professionals that I trust?</li> <li>• Did I in any way discourage or stop initiatives from any team members?</li> <li>• Did I ignore team members, who had personal or professional problems?</li> <li>• Er der spændinger eller fjendtlighed i mellem teamets medlemmer eller mellem teamet og mig?</li> <li>• Is there any tension or hostility between the team members or between the team and me?</li> </ul>
Inner worklife	
<p>Were there any indications of the quality of my inner worklife today?</p> <ul style="list-style-type: none"> <li>• The perception of the work, the team, management, and the company?</li> <li>• Emotions expressed directly or indirectly?</li> <li>• Motivation?</li> </ul> <p>Which specific events affected my inner worklife today?</p>	
Action plan	
What can I do tomorrow to strengthen the current <b>catalysts</b> and <b>starters</b> and develop those that are missing?	What can I do tomorrow to remove the inhibitors and <b>stoppers</b> I discovered today?