How To Minimize Micromanagement - Identify Your Triggers

Since micromanagement exists in a 1:1 relationship, add your team members to the columns, then reflect on each person individually. The rows contain the examples discussed, with space for you to add more examples for yourself. Review old upward feedback notes, surveys, or data from exit interviews. Reminder to safeguard the sensitive, private information here similar to what you do with performance reviews!

Type of Trigger (and examples for reflection)	Team member _____	Team member _____	Team member _____
Do you find yourself triggered by the <u>Quality</u> of their work? - Spelling or grammatical errors - Logical inconsistencies - Disorganization - Low quality relative to time spent - Lack of comprehensiveness or thoroughness (e.g., it's easy for you to identify unhandled exceptions or use cases after a relatively quick review) - Missing major feature requests or components that you thought were part of the original work scope - _____ - _____			
Do you find yourself triggered by the <u>Quantity</u> or <u>Speed</u> of their work? - Amount of work done in a day - Total amount of time estimated to finish a piece of work (can be also relative to time spent, e.g., they are estimating a long time just for a first draft or outline) - Response time to a specific request - Physical movement (e.g., you are able to watch them work and notice that they type with 1 finger at a time, or walk slowly, or meander, etc.) - _____ - _____			