# The Manager Weekly Three

One real conversation. One obstacle removed. One quality check.

Use 10 minutes to plan the week. At week-end, record what changed and what still needs attention.

Click the shaded fields to type. Use Tab to move between fields, then save your copy.

**Manager / team**

**Week beginning**

## 1 Have one real conversation

Choose a conversation that improves clarity, capability, accountability or trust. Go beyond a status update.

**Who will you speak with, about what, and when?**

**At week-end: what changed because of the conversation?**

## 2 Remove one obstacle

Resolve a barrier within your authority. If you escalate it, name the next owner and keep it open until resolved.

**What is blocked, who will act, and by when?**

**At week-end: what was resolved, or what remains open?**

## 3 Check one important standard

Review an actual output against an agreed standard. Give feedback that helps the person improve.

**What will you inspect, against which standard, and when?**

**At week-end: what did you find, and what will you follow up?**

These are three useful management habits. Judge the effect on people, flow and quality, then repeat next week.

**Want to strengthen everyday management?**

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**Start a conversation**



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