

# Checklist Phase 2: Accelerating Team Performance and Strategic Impact

Here's a checklist of phase to help you to hold you accountable.

Activity	Description	Target Completion Date	Status	Notes
Priority List Action Items and Quick Wins Execution	Identify and start working on priority list items and quick win opportunities.	[Date]	[Status]	[Specific wins targeted]
Master Your Responsibilities	Make a detailed list of all responsibilities and prioritize them based on alignment with team goals and quick win opportunities.	[Date]	[Status]	[Notes on responsibilities]
Check-in with Your Boss	Set up regular meetings with your boss to align on priorities, progress, and feedback.	[Date]	[Status]	[Meeting schedule and feedback notes]
Dig Deep into Challenges	Investigate and address key issues by asking critical questions and finding effective solutions.	[Date]	[Status]	[Specific challenges and solutions]
Keep Everyone Accountable	Hold regular team and one-on-one meetings to track progress, address obstacles, and provide support.	[Date]	[Status]	[Notes on accountability measures]
Document Your Winning Strategies	Document best practices and key processes identified through problem-solving efforts.	[Date]	[Status]	[Documentation details]
Show Off Your Results	Prepare and present clear and concise updates on team goals and results to upper management.	[Date]	[Status]	[Presentation details]
Collaborate Across Departments	Initiate and lead a growth project that involves collaboration with other departments to tackle strategic challenges or opportunities.	[Date]	[Status]	[Project details]
Paint a Vision for Your Team	Develop and communicate a clear and inspiring vision for your team's future, including detailed goals, strategies, and initiatives.	[Date]	[Status]	[Vision and plan details]
Keep Growing and Improving	Regularly gather feedback from the team on processes, leadership, and workplace vibe, and set up targeted skill development workshops.	[Date]	[Status]	[Feedback and improvement details]

This template provides a structured way for new managers to plan their initial actions, track progress, and make adjustments as needed. It can be customized to fit the specific needs and circumstances of each manager and their team.