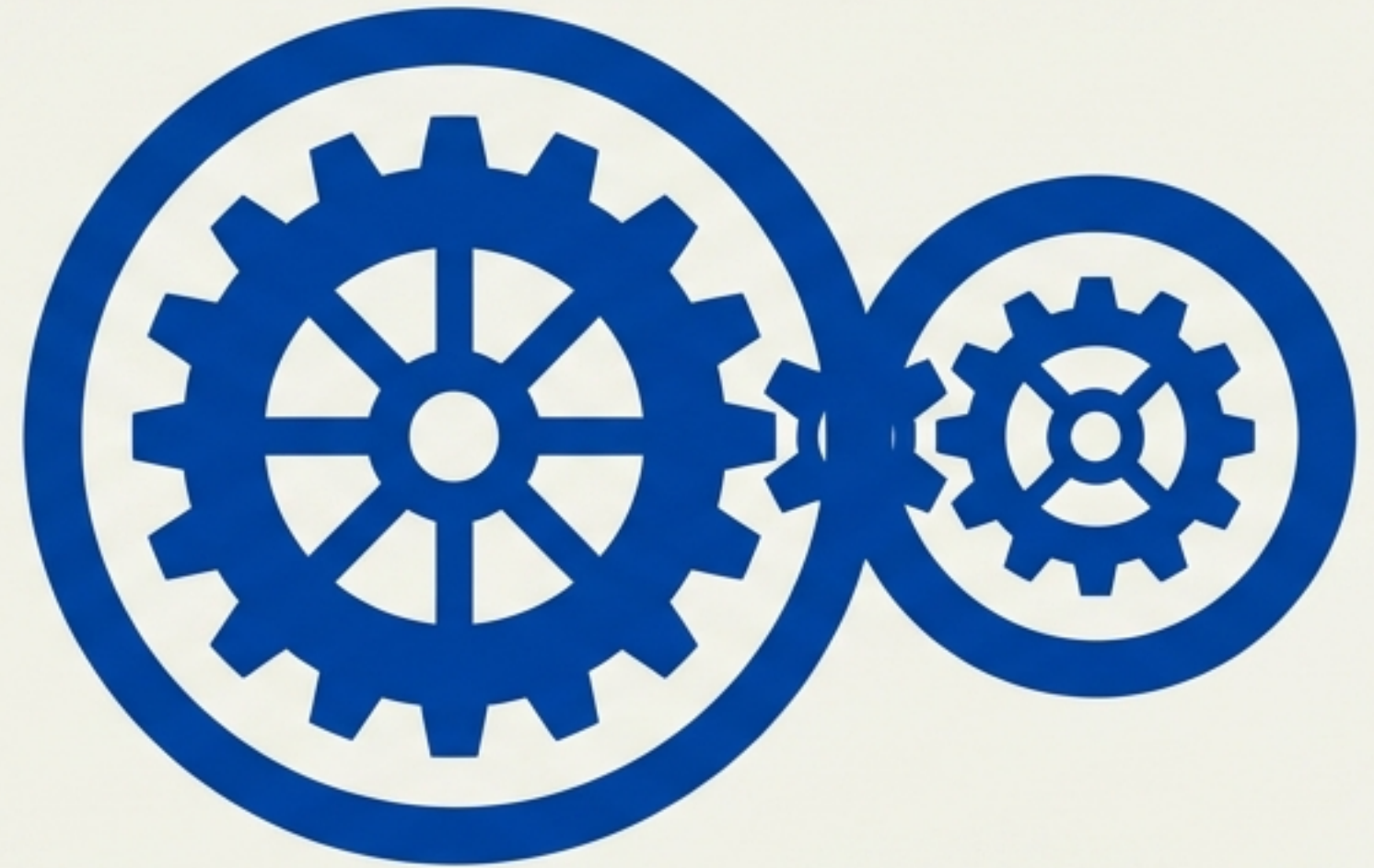


MANAGING UP: THE STRATEGIC PLAYBOOK

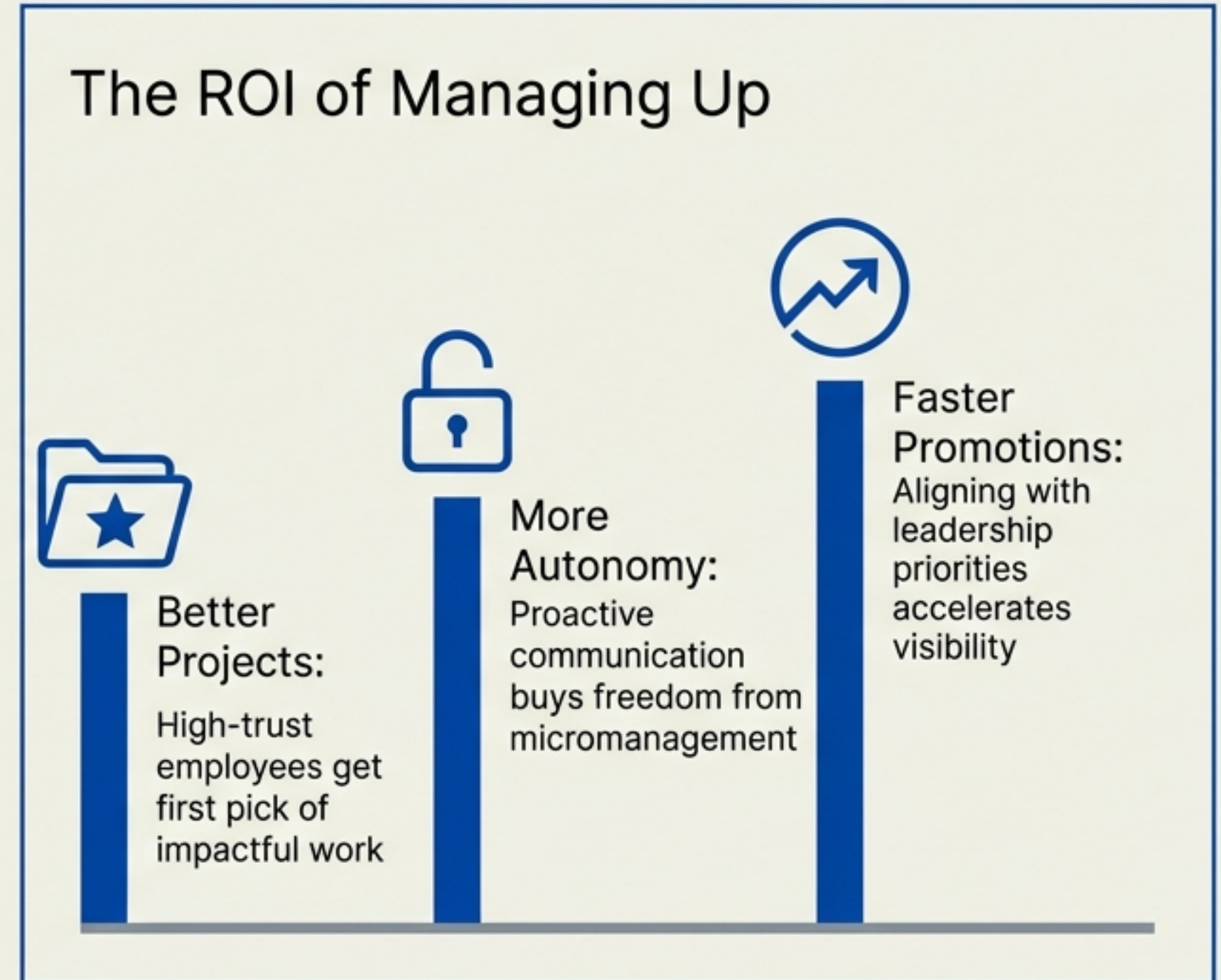
Decoding your manager, aligning priorities, and accelerating your career in the first 90 days.



Managing Up is Strategy, Not Flattery

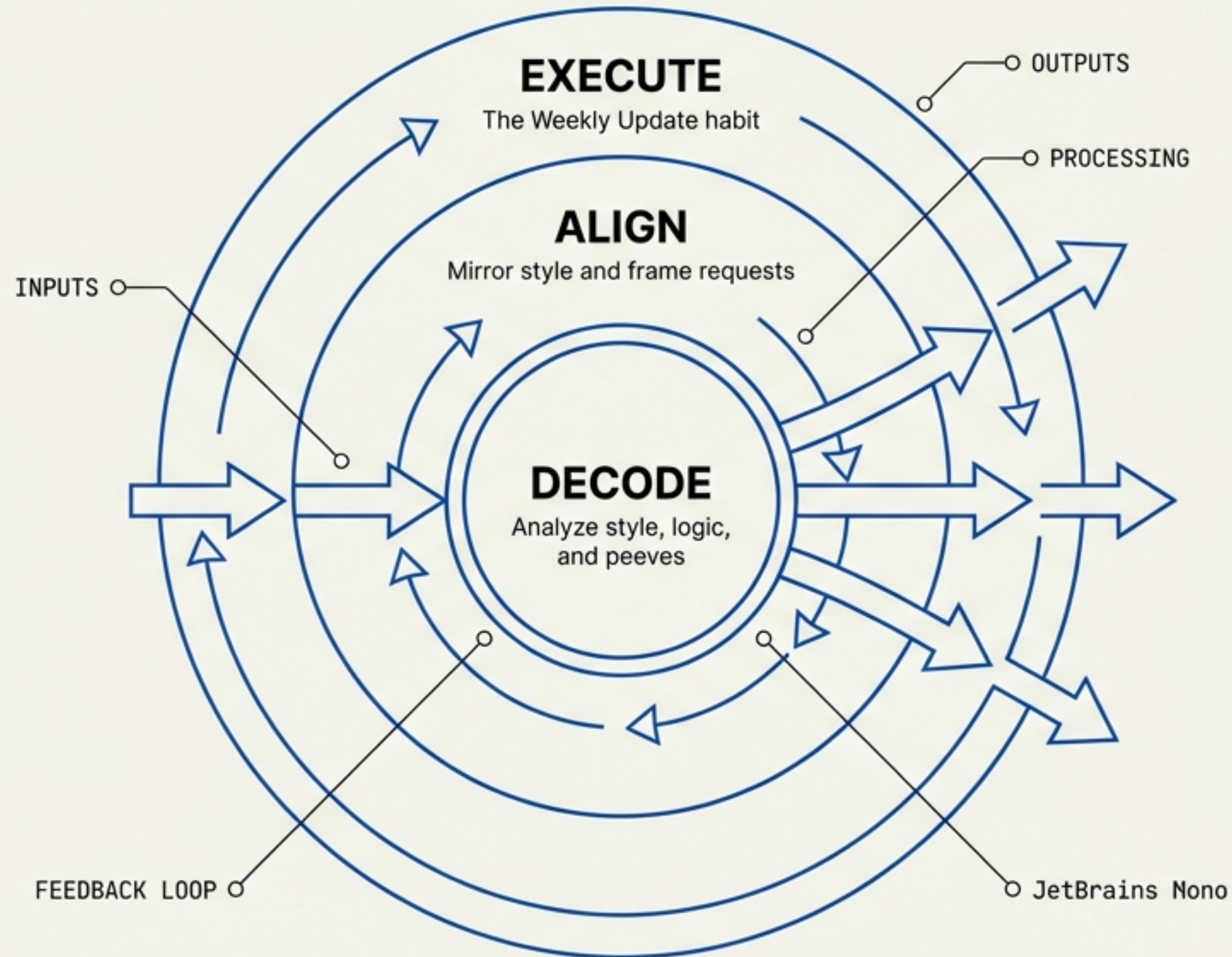
Managing up is often confused with brown-nosing. In reality, it is the strategic practice of understanding your manager's needs to unlock autonomy and better projects.

Key Insight: When they win, you win.



Every Manager Has an Operating System.

To succeed, you must decode how your manager processes information and makes decisions. You cannot change their OS, but you can install the right software to interface with it.



Step 1: Analyze the Inputs.

Observe these four dimensions in your first two weeks to build your manager's profile.

 Communication Do they prefer email or Slack? Long detailed updates or bullet points?	 Decision-Making Are they data-driven or reliant on gut instinct? Collaborative or top-down?
 Priorities What are they measured on? What “keeps them up at night”?	 Pet Peeves What triggers frustration? (e.g., Surprises, missed deadlines, lack of detail).

AI ACCELERATOR: Manager Style Decoder.
Feed past emails and public messages into AI to identify their linguistic patterns and decision-making markers.

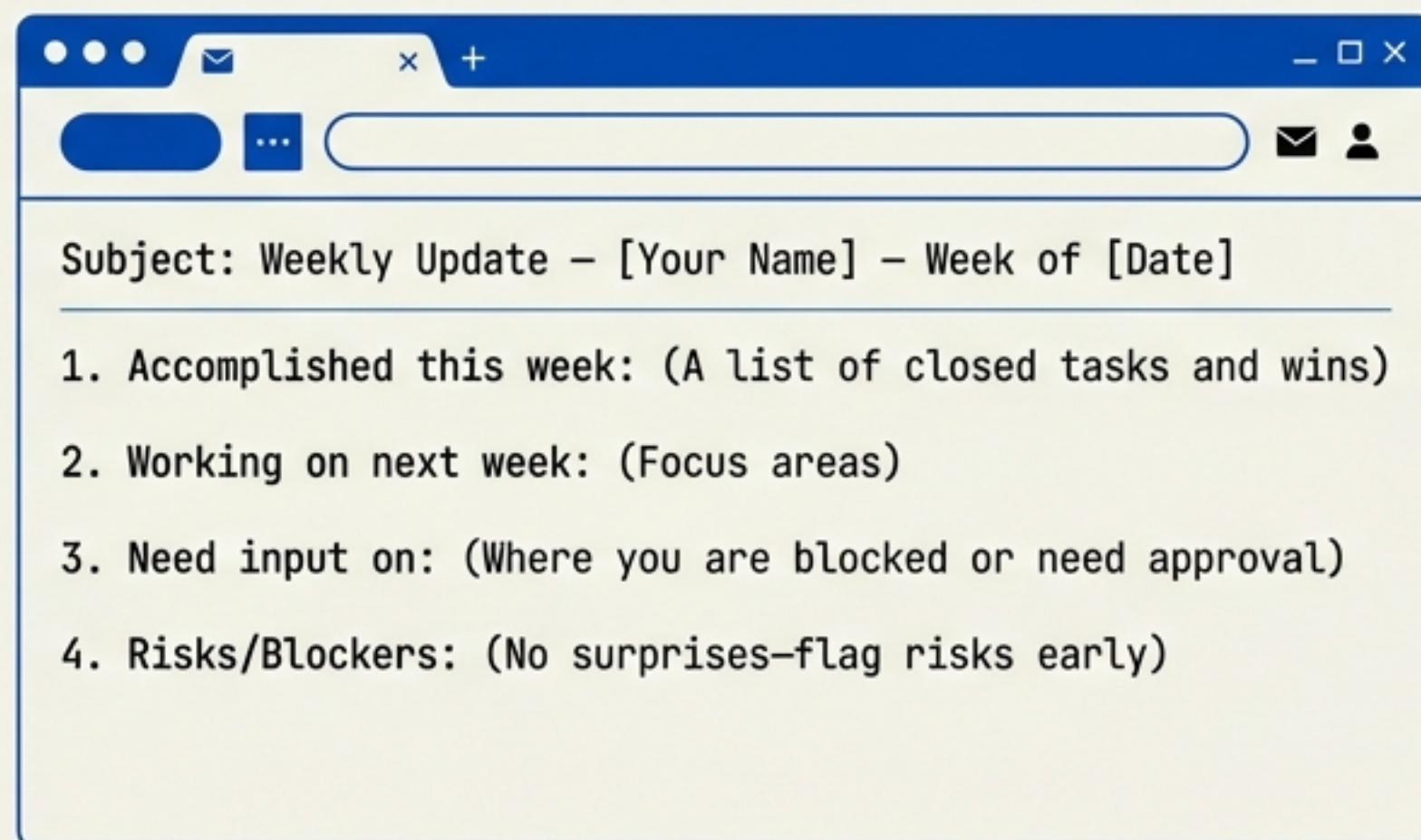
Adapt to Them, Not the Other Way Around

Once decoded, mirror their style. Proactive communication eliminates surprises, and surprises equal lost trust.

If they hate surprises...	Right Way
 Wait until the deadline to report an issue.	 Send proactive status updates before they ask.
If they value data...	Right Way
 I feel like this is working.	 The metrics show a 15% increase in efficiency.
If they are top-down...	Right Way
 What should I do about this?	 Here is the issue and here is what I recommend.

The 5-Minute Habit That Builds Trust

Implement the “**Four-Line Brief.**” This creates a paper trail of wins and **saves your manager** from having to **chase** you for **information**.



Subject: Weekly Update – [Your Name] – Week of [Date]

1. Accomplished this week: (A list of closed tasks and wins)
2. Working on next week: (Focus areas)
3. Need input on: (Where you are blocked or need approval)
4. Risks/Blockers: (No surprises–flag risks early)

AI ACCELERATOR: Update Optimizer. Use AI to draft this update based on your weekly task logs to ensure tone consistency.

Exercise: Build Your Manager's Profile.

Fill out this matrix to visualize the gap between your natural style and your manager's requirements.

Dimension	My My Manager's Style	How I'll Adapt
Decision-Making	Highly data-driven; skeptical of intuition.	Prepare spreadsheets/ROI before proposing initiatives.
Communication Preference	_____	_____
Top Priorities/KPIs	_____	_____
Pet Peeves	_____	_____

Navigating Friction and Resource Requests.

Tiempos Headline, Sharp Black

Managing up includes pushing back professionally. Always bring solutions alongside problems.
Inter

Requesting Resources

Don't ask for "more"; ask for ROI.

Sharp Black Inter

Focus on the outcome.

Slate Grey Inter

Disagreeing on Direction

Validate their view first, then present data.

Sharp Black Inter

Depersonalize the conflict.

Slate Grey Inter

Flagging a Problem

Never hide it. Reveal it early with a proposed fix.

Sharp Black Inter

No surprises.

Slate Grey Inter

AI ACCELERATOR: Difficult Conversation Rehearsal. Roleplay these specific scenarios with AI before the real meeting to refine your language and reduce anxiety. JetBrains Mono

The Rules of Engagement.

01

Make your manager successful.

When they win, you win.

02

Eliminate surprises.

Bad news must travel fast.

03

Mirror their style.

Adapt your output to their preferred input.

04

Bring solutions.

Never present a problem without a recommendation.

Your First 90 Days Checklist.

WEEK 1	WEEK 2	ONGOING
Observe & Decode	Establish Rhythm	Optimize
		
Complete the Manager Style Assessment. Identify their top 3 KPIs.	Draft your first Weekly Update template. Send it on Friday morning (or their preferred time).	Use AI to rehearse difficult conversations and document progress for performance reviews.

The Ultimate Goal.

*“Managing up isn’t about pleasing your boss.
It’s about creating a productive working
relationship that benefits both of you.”*

NEXT: MODULE 8, LESSON 4: CREATING EARLY WINS