

Ep 60: How to Successfully Transition from a Doer to a Manager

Relinquish control and move into your new role



- Plan the transition and then transition.
 - Make a comprehensive list of all the things that are currently on your plate.
 - Get a job description for what is going to be on your plate now that you are a new manager.
 - Proactively list the things that you should shed based on what you know and have seen in the organization before and what you would recommend.
 - Ask for the resources you think you need to take your previous role off your plate.
 - Get input from your boss and others that are relevant to your transition.
 - Sign off on the plan with your boss and other relevant parties and share with HR.
 - Hold yourself accountable. You may be tempted to just do tasks because it'll be easier, faster, etc, but resist the urge. Your team members, both previous and new, are transitioning too and you need to honor that.
- Redefine your new role.
 - What are your overall goals and objectives? How will you know if you are successful? What does your new day-to-day look like?
 - What will you do now? What will you not do? What meetings will you attend? Which ones will you lead?
 - How will you be involved in the team's day-to-day? How often will you meet with them? How will you develop them? How will you give feedback to them? How will you be updated by them?
 - What do YOU want out of this new role? Why did you take it? Why did you want it?
 - Be as specific as possible in answering these questions.
 - Schedule time to check in with yourself and hold yourself accountable. Again, no one is going to do your job for you or manage your career for you. YOU MUST DO IT. Intentionally, proactively, pragmatically.
- Establish team culture.
 - Be honest about being new to this and figuring it out together. Be open and honest to feedback. But remember that you are the manager, and it is important for you to set the parameters for the team.
 - Take cues from the company culture, and consider how your team will operate within it.
 - Lead by example - show others through your behavior what you expect of them.
 - Have your team's backs. If you are the manager, YOU are responsible. Empower them, but know that at the end of the day, you are responsible for the work
- Stop doing the doing.
 - This is probably the hardest part. It is easy to "do the doing". And it is probably why you have been elevated to manager. You are good at it.
 - Using your transition plan, start assigning tasks, projects, timelines, etc. to the people on your team. Take the time to teach them the right way through your expectations.
 - There will be an uncomfortable time where you have let go as you are stepping fully into the new role. Be patient with yourself. Know that you have to settle into your style and the new role you will play. Do not step back into the details or micromanage. If you empower the team and set them up for success, they will handle it.
 - Look for mentors, coaches, other managers with more experience. Watch, learn and listen. Ask questions. Decide what you will and will not be based on good and bad examples. Keep growing and learning. You are never "done" developing your management skills.

Areas to address immediately are:

1. _____

2. _____

3. _____

Action Plan:

Action	Timing	Progress	Complete