

The New Managers Playbook

A practical checklist for new managers in their first year of leadership.

Who This Is For

This checklist is for people who were promoted because they were good at the work, then suddenly expected to lead humans, make decisions, delegate, and manage pressure without being taught how.

Reset what the job is now

■ Write the sentence: My job is no longer to be the best doer in the room.

Put it somewhere visible for your first 30 days.

■ List five tasks you still do because you are faster than everyone else.

These are your first delegation candidates.

■ Separate your work into three columns: do, delegate, develop.

Template:

This week, I will personally do: [critical manager-owned work]

I will delegate: [task]

I will develop someone through: [skill/project]

■ Choose one leadership measure for the week that is not your personal output.

Template:

This week, I will measure leadership progress by: [team outcome]

Evidence I will look for: [specific sign]

Handle the pressure to have every answer

■ Create a default phrase for when you need time to think.

Template:

I do not want to give you a rushed answer. Let me check the context and come back to you by [time].

■ Stop answering before you understand the real problem.

Ask at least two clarifying questions first.

■ Use the 3-question pause before solving.

What have you already tried?

What options do you see?

What decision do you think we need to make next?

Delegate without dumping

■ Delegate outcomes, not just tasks.

Template:

The outcome I need is: [result]

You own: [scope]

Check in with me when: [milestone]

■ Set the first check-in earlier than feels necessary.

Check at 20 percent progress, not 80 percent.

Start leading the humans, not just the work

■ Book a 20-minute reset conversation with each direct report.

Ask what is working, frustrating, and what support they need.

■ Separate care from avoidance.

Being kind does not mean withholding standards.

Manage up before pressure manages you

■ Send a weekly 5-line update to your manager.

Template:

This week the team is focused on: [priority]

Risks or blockers: [issue]

■ Confirm priorities when everything feels urgent.

Ask which competing priority matters most.

Build a weekly leadership reset

■ Block 25 minutes every Monday for leadership planning.

Protect it like a real meeting.

■ Track one leadership energy drain.

Look for what leaves you depleted, not just busy.

Next Step

Once you can see what has changed, the next move is to build a practical way of leading without defaulting back to doing everyone's work.

Continue with Reset to Lead: www.lifewithliza.com/products/courses/reset-to-lead