

When micromanagement is a result of a poor manager

Circle the questions that are true for you



1. They believe that being a manager means that they have more knowledge and/or skill than their employees.
2. They believe they can perform most of the tasks of their staff, probably better.
3. They believe that they care about things (quality, deadlines, etc.) more than their staff.
4. They feel it is more efficient to do the job themselves than give the job to a staff member.
5. They are overly critical of their staff. When they review the work of staff members, they tend to find at least one thing wrong each time.
6. They often suffer from the “red pen” syndrome.
7. They don’t allow their staff to learn from their mistakes
8. They get irritated if staff make decisions without consulting them
9. They spend an inordinate amount of time overseeing single projects
10. They pride themselves on being "on top of" their staff’s projects.
11. They are overworked, and their staff is not.
12. They come into the office earlier than any staff member and leave later.
13. If they are away from the office, they call in every day, including when they are sick or on vacation.
14. They seldom praise staff members.
15. Their staff appear frustrated, depressed, and/or unmotivated.
16. Their staff do not take initiative – they have to check with the manager before doing anything
17. They have been referred to as controlling, dictatorial, judgmental, critical, bureaucratic, suspicious, or snooping by staff, managers, or family members.
18. The manager still views him or herself as “a doer” versus “an overseer”
19. The manager may be an expert in a certain field, or have a personal passion for a particular job or file, which makes it difficult for them to step back from the details.
20. The manager will not, or does not know how, to delegate. They seem to struggle to get the work done that their staff “couldn't or wouldn't finish
21. The manager will not, or doesn’t know how to coach. They don’t take the time to help their staff learn.
22. The manager cannot manage projects effectively. They require frequent communication with their employees, including detailed status reports and updates.
23. The manager has difficulty managing his/her time. They spend their time immersed in staff’s projects instead of performing their management functions
24. The manager has difficulty managing pressure from above or from outside the organisation.