



# Managing Up

Asking for more feedback	<i>Supervisor, I know it's very important to you that _____ I want to make sure I'm doing my part to help make that happen. To do that, it would really benefit me to receive more frequent feedback from you so I know that I am doing what is expected of me to help reach the goal of _____. Would you be willing to meet once a month to provide that feedback?</i>
Asking for more recognition	<i>Supervisor, it is very important to me that I meet my goals and the expectations that you have for me and I work very hard to make that happen. It will help me to know when I am on the right track and doing work that helps us reach our goal of _____. When we meet for supervision, would you be willing to let me know what I am doing well so I can keep on doing it?</i>
Asking for money	<i>Supervisor, I would like to request \$_____ for _____ in order to _____. I understand that our budget is tight and I wouldn't ask if this wasn't essential to reaching our goal of _____. By receiving this money, I will be able to _____. If I don't receive this money, I will not be able to reach the goal of _____ and as a result, _____.</i>
Asking for help	<i>Supervisor, my workload has grown to a point where I cannot complete it on time. This is impacting my work by _____ and preventing me from reaching our goal of _____. To make sure I complete all of my work, I'd like to ask you to delegate one of these three tasks to someone else or extend the deadline on this project until _____.</i>