

My Great Managing Checklist (The Gallup 12)

Gallup 12 Question	Focus	Suggested Actions
Q1: I know what is expected of me at work.	Set clear goals and clarify priorities.	<ul style="list-style-type: none"> Hold regular check-ins to align expectations. Reiterate team priorities and roles during changes. Ask: "Do you feel clear on what success looks like this week?"
Q2: I have the materials and equipment I need to do my work right.	Remove barriers to productivity.	<ul style="list-style-type: none"> Ask: "What's slowing you down?" Follow up on resource needs promptly. Advocate for tools and support systems.
Q3: At work, I have the opportunity to do what I do best every day.	Align strengths with responsibilities.	<ul style="list-style-type: none"> Ask: "What kind of work energizes you most?" Delegate based on strengths, not just availability. Celebrate team members' unique talents.
Q4: In the last seven days, I have received recognition or praise.	Offer timely, specific appreciation.	<ul style="list-style-type: none"> Recognize daily wins, not just big milestones. Praise in the moment and in front of others. Be genuine, not generic: name the impact.
Q5: My supervisor, or someone at work, seems to care about me as a person.	Show personal care and support.	<ul style="list-style-type: none"> Ask about well-being in 1:1s. Remember personal milestones (birthdays, achievements). Be flexible during life events or challenges.
Q6: There is someone at work who encourages my development.	Actively support growth.	<ul style="list-style-type: none"> Ask: "What's one skill you'd love to develop?" Connect people to learning opportunities. Share feedback as a growth tool, not just critique.
Q7: At work, my opinions seem to count.	Invite and act on input.	<ul style="list-style-type: none"> Ask for ideas before decisions are made. Acknowledge suggestions and explain how they're used. Thank people for speaking up.
Q8: The mission or purpose of my company makes me feel my job is important.	Connect daily work to the bigger picture.	<ul style="list-style-type: none"> Share customer stories and impact. Reinforce how team goals align with the mission. Ask: "How does your work support our purpose?"
Q9: My associates or fellow employees are committed to doing quality work.	Reinforce team standards and pride.	<ul style="list-style-type: none"> Recognize examples of peer excellence. Address performance issues early and directly. Model your own commitment to high standards.
Q10: I have a best friend at work.	Support connection and belonging.	<ul style="list-style-type: none"> Create informal team connection opportunities. Encourage peer mentorship and team check-ins. Celebrate inside jokes, traditions, or wins together.
Q11: In the last six months, someone has talked to me about my progress.	Have regular growth-focused conversations.	<ul style="list-style-type: none"> Include development as a standing 1:1 topic. Use feedback to reflect on progress, not just fix problems. Celebrate milestones, even if informal.
Q12: This last year, I have had opportunities to learn and grow.	Enable learning and stretch opportunities.	<ul style="list-style-type: none"> Offer new challenges, projects, or cross-training. Share your own learning openly. Encourage a "learn it, try it, share it" mindset.

You don't need to "do" all 12 every week. Focus on 1-2 behaviors that meet your team's most important needs today.