

Micromanagement vs. Autonomy Self-Assessment Checklist

Self-assessment checklists can be a valuable tool for leaders and managers to gauge whether they are effectively balancing their leadership style between micromanagement and autonomy. Here's a checklist you can use to assess your approach

Evaluation the factors below using the 5 to 1 scale, where **5 means Strongly Agree** and **1 means Strongly Disagree**

S/N	Statements	1	2	3	4	5
1	I frequently check in with team members about the progress of individual tasks.					
2	I provide detailed step-by-step instructions for most assignments.					
3	I feel the need to be involved in every decision made by my team.					
4	I often review and revise team members' work before it is completed or presented.					
5	I am hesitant to delegate important tasks or projects to team members.					
6	I closely monitor team members' work hours or time spent on tasks.					
7	I find it challenging to trust team members to work independently.					
8	I tend to make decisions without consulting team members, even when it directly impacts their work.					
9	I have a tendency to assign tasks based on my preferences rather than team members' strengths.					
10	I expect team members to seek my approval for minor decisions.					
11	I have a habit of dictating how team members should prioritize their work.					
12	I rarely provide opportunities for team members to take the lead on projects or initiatives.					
13	I frequently remind team members of deadlines and milestones.					
14	I am reluctant to let team members experiment with new ideas or approaches.					
15	I tend to hover over team members while they work, even in a remote work setting.					

S/N	Statements	1	2	3	4	5
16	I have difficulty relinquishing control over aspects of the team's work.					
17	I tend to be critical and nitpick minor details in team members' work.					
18	I feel uncomfortable when team members challenge or question my decisions.					
19	I rarely seek input from team members before making decisions that impact the team.					
20	I often intervene in team conflicts or disagreements without allowing team members to resolve them independently.					

Scoring:

Total the number of times you marked "Agree" or "Strongly Agree."

Compare your total score to the total number of statements (20 in this checklist).

Interpretation:

If you marked "Agree" or "Strongly Agree" for fewer than 5 statements, you may be granting your team too much autonomy, potentially leading to a lack of direction and accountability.

If you marked "Agree" or "Strongly Agree" for 5 to 10 statements, you likely have a balanced approach to leadership but may occasionally veer towards micromanagement.

If you marked "Agree" or "Strongly Agree" for more than 10 statements, you may be exhibiting micromanagement tendencies that could stifle creativity and autonomy within your team.

Use this self-assessment as a starting point to reflect on your leadership style and consider adjustments that can help you strike a better balance between providing guidance and fostering autonomy within your team.