

First Aid *for New Managers*



5 SMALL ACTIONS TO FEEL CALMER IN YOUR NEW ROLE

If you are stepping into a management role for the first time, it is completely normal to look more confident on the outside than you feel on the inside.

This short guide is not about perfect leadership. It is for the moments when there is pressure, doubt, or too much self-criticism, and you need to return to something simple, practical, and doable.

1.

Observe before you change

Write down one thing you learned today about your team, the processes, or yourself. Take a moment to reflect on what it shows you and how it could be improved.

2.

Talk instead of guessing

Ask: "What helps you do your best work, and what is getting in the way right now?"

3.

Say what people can expect from you

Share 2–3 things that matter to you, such as clarity, timely communication, trust, or accountability. Set expectations, but make them specific and easy to understand.

4.

Choose one leadership anchor

Choose one word for the week: calmness, structure, honesty, trust, clarity, or something else that feels important. How will you show it today? Try to demonstrate it proactively with your team.

5.

Learn instead of criticizing yourself

Instead of asking, "What did I mess up?", ask yourself: "What did I learn today that I can use tomorrow?" Try to apply that learning at the next opportunity.



Reminder

You do not need to be a perfect leader from day one. Confidence is built through small, repeated actions.