Product Manager Checklist

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# Tasks:

☐ **People**

☐ **Set clear expectations with your manager**

☐ **Schedule a one-on-one with everyone on the team**

☐ **Ask everyone: "what can I do to make your life easier?"**

☐ **Take a load off their back**

☐ **Product**

☐ **Schedule time with lead engineer for a detailed product architecture walk-through**

☐ **Resist urge to jump in and start changing things**

☐ **Get in front of your users**

☐ **Fix something**

☐ **Personal**

☐ **Read everything, and write it if it isn't already written**

☐ **Set your personal goals**

☐ **Configure your life support systems**