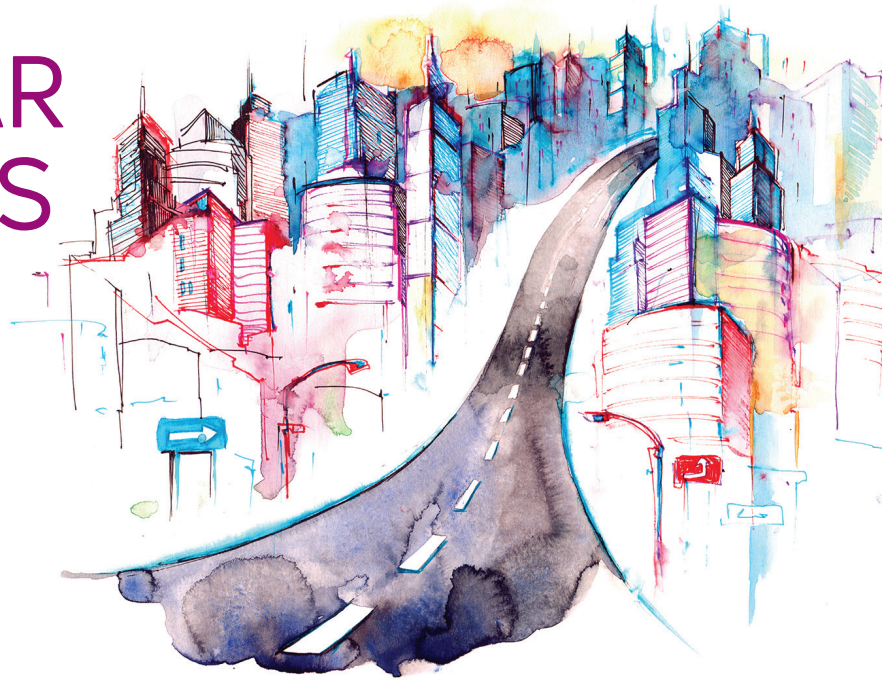


SETTING CLEAR EXPECTATIONS PLANNING TOOL

Help team members walk away with clarity and the ability to successfully deliver results.



You're in luck – here's a handy little tool to make sure you always set clear expectations! Refer to this the next time you're prepping for a new assignment so team members will walk away with clarity and the ability to successfully deliver.

- 1.** Write down the expectation you need to set. Make sure it is specific, measurable, attainable, relevant, and time-bound.
- 2.** What is one open-ended question to ask to make sure the expectation is understood?
- 3.** What is one confirming question you will ask?
- 4.** What support might this person (or group) need from you or others?
- 5.** Why is this project important? What is the impact to the business?
- 6.** When will you follow up? How will you remember to do so?
- 7.** What opportunities do you have to reinforce the importance of this expectation (e.g., next touchpoint meeting)?

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About Root

Root Inc. partners with the world's most respected organizations to accelerate and scale change using proven, disruptive methods, stories and experiences.

The logo for Root Inc. is the word "root" written in a lowercase, cursive, green font. The letters are connected and have a slightly hand-drawn feel.