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E-r=f

Managing Expectations to Stay Sane!

Assumptions

- You should _____ what to do
- Don't assume everyone possesses the same _____ and understanding

Questions to ask

- Are we all clear on the _____ we are looking for?
- Do we all agree on what the _____ is? (don't laugh)
- Are we clear on the deadline?
- Are members of your team clear on who does what?

How to Avoid the Pitfalls

- Take the time to talk through the details
- Have open honest conversation on what is expected from each person
- What are these _____ to be completed? (major issue)
- How is everyone going to accomplish their tasks
- What does _____ look like?
- Leave lots of room (team culture) for questions