

## This Week is About

How easy it is to set clear expectations and goals for our team at the starting line, and keep them heading straight for the finish line with timely check-ins.

## Why it Matters

When the whole team doesn't know where we're going and how we're getting there, our chances of success are reduced dramatically. Communicating expectations and goals at the beginning of a project, and making sure everyone has what they need to get the job done is an easy way to build-in accountability in a positive structured way and increase our chance of success.

## During Your Team Meeting

*\*Remind everyone to bring their completed Personal Challenge worksheet*

|   | What are some things you frequently drop the ball on? | Are you avoiding it? | If you don't want to do it, why do you not want to do it? | Do you know how to do it? | Do you have everything you need to do it? | If not, what do you need? Do you need someone else to take action or provide support so you can move forward? |
|---|---|----------------------|---|---------------------------|---|---|
| 1 |   | Y N                  |   | Y N                       | Y N                                       |   |
| 2 |   | Y N                  |   | Y N                       | Y N                                       |   |
| 3 |   | Y N                  |   | Y N                       | Y N                                       |   |
| 4 |   | Y N                  |   | Y N                       | Y N                                       |   |

### STEP 1. Get started by asking:

- ? "On a scale of one-to-ten, how would you all rate our team on accountability?"
- ? "How can we as a team get more focused on front-loading accountability?"

### STEP 2. Have your team complete the worksheet:

- Go around the room and ask them to share the items they marked "NO", also sharing what they need to turn them into a "YES".  
*As they share, see if you can connect them with the information or resources they need and answer questions they might have.*
- Take notes on items you need to follow up on for people and make sure you circle back with them within the next week with answers or the resources they need.

### STEP 3. Dig a little deeper for your team with these questions:

- ? What can I as your manager do to help clarify our goals and priorities?
- ? What do you need to know in order to be clear on my expectations?
- ? Check-ins: agree on who will do them, how and when.

