



## CLARITY WORKSHEET

You want to be super clear on these 5 things. To make sure you're clear on these things and what's expected of you and your team, you may need to have a conversation with your boss or the person you report directly to. On page 2 of this worksheet is a list of possible questions to ask your boss.

1. What are your roles?
2. What are your key responsibilities?
3. What are your team's top 3 objectives?
4. What are your team's deliverables and outcomes?
5. What are your team's performance measures? (Note: If you don't have any, start to brainstorm possible performance measures for your team)

## Clarity Questions for Your Boss or Manager

Note: Tailor these questions for your unique situation. If you've been in your role for a while, bring your understanding of expectations, roles, responsibilities, priorities, objectives, etc and confirm them and refine them with your boss.

1. What are your expectations of me and my position?
2. What do you see are my roles?
3. What do you see are my responsibilities?
4. What are the priorities of my team/unit/department?
5. What are my team's objectives?
6. What are my team's key deadlines, or expectations for project completion timelines?
7. What performance measures are tracked related to my team?
8. How will you measure success of my team?
9. If project based, will you clarify the scope of work for the project?
10. Can I see the performance evaluation template that will be used to evaluate my performance?
11. How much independence do I have in conducting my work?
12. What decisions can I and the team make on our own?
13. How much input and involvement would you like to have?
14. How often would you like to receive progress updates from me?
15. What are your top priorities and how can I or my team help you with those priorities?