

Expectations At Work Worksheet

Purpose: Use this worksheet to record what is expected of you at work. This exercise will help you understand and clarify what is expected and by whom.

Explanation: When I am clear on what is expected of me, I am better positioned to know what I can do to meet or exceed those expectations. Since expectations are written AND unwritten, spoken AND unspoken, it is important to uncover both - those that are apparent and those that are obscure.

Name(s)	Describe What is Expected (List the Top 5)
Your Boss' • _____	
Your Team (Your Direct Reports) • _____ • _____ • _____ • _____ • _____	

Expectations At Work Worksheet - Continued

Name(s)	Describe What is Expected (List the Top 5)
<p style="text-align: center;">Your Peers'</p> <ul style="list-style-type: none">• _____• _____• _____• _____	
<p style="text-align: center;">Others (Internal & External)</p> <ul style="list-style-type: none">• _____• _____• _____• _____	