

# What You Expect At Work Worksheet

**Purpose:** Use this worksheet to record what you expect at work. This exercise will help you clarify what you expect of yourself, your boss, direct reports and peers.

**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.

<b>Name(s)</b>	<b>Describe What You Expect (List the Top 5)</b>
<b>Your Boss'</b>  • _____	
<b>Your Team</b> (List Names of Direct Reports)  • _____  • _____  • _____  • _____  • _____	

## What You Expect At Work Worksheet - Continued

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