MANAGING EXPECTATIONS

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COMMUNICATE EXPECTATIONS EARLY

The most important part of setting expectations and respecting others' expectations is communicating this information early in the relationship. By introducing your expectations in the beginning stages of a professional relationship, you can help establish consistent guidelines.

REINFORCE EXPECTATIONS WITH REMINDERS

You might need to reinforce expectations from time to time in order to ensure boundaries remain intact. Coworkers or supervisors might not remember the specifics of your expectations, such as adjusted work hours on certain days, so reminding them beforehand can also help if there are project deadlines or onboarding phases to accommodate.

ALIGN EXPECTATIONS WITH ABILITIES OR SKILLS

Aligning expectations with skills and abilities ensures team members can meet expectations associated with their skill set. If you're setting personal expectations, it's equally important to keep them realistic so you can achieve the goals you're pursuing.

HOLD YOURSELF AND OTHERS ACCOUNTABLE

Accountability is a key factor in healthy, successful expectations and boundaries. Keeping yourself and others accountable may help create a system that positively encourages feedback on how to improve work. Consider asking questions and discussing solutions about how to meet individual and group expectations in the future.