

GET CLEAR

FOR ACCOUNTABILITY



CLARITY

WHAT IS THE TASK?	WHAT IS THE DUE DATE?	DEFINITION OF SUCCESS.



LEVEL OF AUTHORITY

WHO HAS AUTHORITY OVER THIS TASK? 	HAS THIS AUTHORITY BEEN CLEARLY COMMUNICATED? <p>Y / N</p>
WHAT AUTHORITY DO I HAVE OVER THIS TASK? 	DO I NEED MORE AUTHORITY TO COMPLETE THIS TASK? <p>Y / N</p>

E**EXPECTATION**

**HAS SUCCESSFUL
COMPLETION OF THE TASK
BEEN CLEARLY DEFINED?**

Y / N

**DO I FEEL CONFIDENT I CAN
COMPLETE THE TASK & RENEGOTIATE
AS BARRIERS ARISE?**

Y / N

A**AWARENESS**

**WHAT IS THE
SIGNIFICANCE &
PRIORITY TO THE
ORGANIZATION?**

**WHO WILL BE
IMPACTED BY THIS
TASK AND HOW?**

**ARE ALL THOSE
IMPACTED AWARE
OF THIS TASK?**

Y / N

R**RESOURCES**

**WHAT RESOURCES ARE
ALREADY AVAILABLE?**

**WHAT ADDITIONAL RESOURCES
MAY BE NEEDED?**
