



### Get Clarity First Thing In The Day – At Work

List all your expectations in the "All Expectations List / Resources". These are all the expectation you need to meet by the end of the day.  
List all the resources that you may have to negotiate to use under the expectation.  
Take the most important expectation and write it in the "Expectations To Do Today List", then the next important and so on.  
Then rank them in the "Rank" column.  
Note the amount of time you need to meet the expectation. Read our Blog 006 to show you how to value your time like money.  
Allocate your "Time" in segments. 10, 15, 30, etc. then just enter the number of segments needed.  
When you have your list made, you have planned your day, now go meet your expectations.

All Expectations List / Resources	Expectations To Do Today List	Rank	Time
<i>Meeting with Prospective Clients</i>	<i>Meeting with Prospective Clients</i>	1	3
_____	<i>Meet with My Manager for Weekly Update</i>	2	2
_____	<i>Morning processing of emails/inboxes/phone messages</i>	3	1
<i>Review 2<sup>nd</sup> Quarter Budget / Actual - Explain Variances</i>	<i>Review Resumes for Vacant Position</i>	4	3
<i>Need Bill, Angella, Margaret</i>	<i>Review 2<sup>nd</sup> Quarter Budget / Actual - Explain Variances</i>	5	4
_____	<i>Need to be available to team throughout the day</i>	6	3
<i>Review Resumes for Vacant Position</i>	<i>Total of 16 blocks of 30 minutes</i>		16
<i>Margaret to help review/discuss the resumes</i>	<i>My day's expectations are now clear... now go meet the expectations !!!</i>		
_____	<i>Some people like putting in the number of hours or minutes, but when you define how</i>		
<i>Meet with My Manager for Weekly Update</i>	<i>much value each block of time is to you, it is easier to see if you are putting the</i>		
<i>Diane, my Manager</i>	<i>correct amount of you time into each expectation.</i>		
_____	<i>NOTE: with 30 minute blocks and 8 hours work I have 16 blocks to use</i>		
<i>Morning processing of emails/inboxes/phone messages</i>			
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<i>Need to be available to team throughout the day</i>			
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#### Where To Find Your Expectations

- Phone Messages
- Email Inboxes
- Paper Inboxes
- Lists You Keep
- Evernote
- Outlook
- Toodledo
- Evernote
- Todoist
- Wunderlist
- Paper Lists

#### Too Many Expectations / Not Enough Time In The Day?

Revise the Steps  
Can you quickly revise some of the steps, or add some new ones to lower the time YOU need to be involved. Do some quick brainstorming  
If you are having a meeting, is there some information you want to talk about in the meeting that you can send out before the meeting?

Revise the Resources  
Can any of your tasks be delegated to someone else? If so, please remember to be very clear to that person what you are tangibly expecting, otherwise you may not get back from them what you are expecting.  
Are there any other tools you can use to meet the expectation quicker.

Re-Negotiate the Expectation  
Before renegotiating, ensure you are very clear on where your time is being allocated and why that expectation is receiving the time you are allocating. Earning credibility with those who have the expectation of you is highly dependent upon your ability to explain the other expectations on your list.