💥 Cheat Sheet: How to Set Expectations When Managing a Project

Clarify Goals • Align Team • Ensure Success

🔍 1. Define Clear Objectives

- Establish project goals and desired outcomes
- Identify key deliverables and success metrics
- Ensure objectives are realistic and measurable

🧠 2. Communicate Expectations Clearly

- Share roles, responsibilities, and deadlines
- Use multiple channels: meetings, emails, dashboards
- Encourage questions and confirm understanding

🎯 3. Align Stakeholders

- Ensure all team members and stakeholders agree on priorities
- Set boundaries for scope and decision-making authority
- Keep communication transparent and consistent

⚡ 4. Track Progress and Accountability

- Set regular check-ins and status updates
- Monitor milestones and deliverables
- Address issues promptly to prevent delays

🤝 5. Handle Changes Effectively

- Prepare for shifting priorities or unexpected challenges
- Re-align expectations and communicate adjustments clearly
- Maintain team morale while enforcing accountability

📌 **Pro Tip:** Clear expectations are the foundation of **project success**. Combine clarity, consistent communication, and accountability to lead your team confidently and deliver results on time.