

The week's activities and materials.

## Schedule

- [Premeeting reading](#)
- [Setting Expectations GoToMeeting](#)
- [Expectation setting conversation](#)

## Objectives

- Develop a proper expectation
- Plan an agreement conversation to set the expectation that you just set

## Premeeting Activity

### Directions

1. Think about something you told someone to do last week. Write down the instructions you gave them.
2. Read *Truth 15* attached to this page.
3. Based on the information from Truth 15 rewrite the instructions you gave to someone so they set the expectation for the standard of work you want. Share on the discussion board if you feel inclined.

Think about 3 to 5 expectations you need to set in the near future. Bring this list of expectations to the meeting. If you don't have new expectations you need to set, think of someone you work with and something you've been meaning to tell them they should do differently.

## 'Setting Expectation GoToMeeting

1. Please join my meeting.

<https://global.gotomeeting.com/join/888703621>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (571) 317-3122

Access Code: 888-703-621

Audio PIN: Shown after joining the meeting

Meeting ID: 888-703-621

## Have the Conversation

Have the conversation with the person. Reflect on how it went. Once you've had the conversation reflect on how this process went. Keep an eye on how they are doing, and be prepared to give feedback as appropriate. Have a recognition or recommitment conversation as necessary.