



## Guidelines:

- Take time to do this well: Clear expectations are key to an effective relationship with your manager.
- Use the expectations worksheet to start mapping out your goals.
- Come to the meeting prepared to review a draft of your SMART goals.
- Remember: Expectations must be tangible and measurable, not just aspirational.
- Ask a lot of questions.

### 1. Context

- "Over the next period of time (e.g. sprint, quarter), what are the critical priorities that we must accomplish?"
- Check your understanding of the business context: "How does our team support Adobe? What are your big bets for the next year?"
- "What key deliverables should I aim for this year?"

### 2. SMART

Review your expectations worksheet with your manager and complete your goals together:

- "Do you think these goals are stretching enough for me? Am I being unrealistic?"
- "How will I be measured on these?"
- "Are these properly aligned to the business goals? If not, how can I ensure that they are?"

### 3. Obstacles

Have specific tasks tied to the expectations. Not just what will be achieved, but HOW.

- "From your experience, what obstacles should I anticipate?"
- "Who else should I connect with to help achieve these expectations?"
- "What other resources do you think I will need?"

### 4. Review

- Confirm how often you would like to review progress: weekly/monthly/quarterly.
- Confirm your immediate next steps, (e.g., finalize SMART goals).
- Take the opportunity to double-check your understanding of what is expected of you.

## Follow-Through:

- Finalize your expectations and share with your manager.
- Before your next Check-in, reflect on progress made. What has been harder/easier than you thought?
- Regularly ask for business context.
- Regularly ask for informal feedback, not only in your Check-in meetings.