

# LEAD WELL

## KNOWLEDGE

### WHAT ARE WE DOING - WHY ARE WE DOING IT - WHAT IS MY ROLE

#### SUMMARY

The next time you are feeling overwhelmed, stressed, even confused, ask yourself and your team these three questions.

What are we doing?

Why are we doing it?

What is my (or our teams) role?

#### REFLECTION

Do you have clarity on your current projects? What success looks like when complete? What is the timeline? How does project fit into company's bigger picture? Do you understand your role and your team's role in the project? Does everyone know who is doing what? Is there a time your team comes together to allow synergy to form to complete the project, or is everyone in their own zone and puzzle pieces come together later?

#### ACTIONABLE ITEMS

- Write down a current project you are responsible for and answer the three questions listed above.
- Ask your team members to do the same. Is everyone on the same page? Any areas that may need more clarity?
- Then perhaps ask your supervisor to also answer the three questions. Are their answers in line with your team's answers? Any gaps that need to be filled? Clarified?