

Week 24

Set Clear Standards



6/15/26

Why it Matters: Clear standards reduce confusion, improve consistency, and help teams perform at a higher level. When everyone understands what success looks like, accountability becomes easier and results improve.

This Week's 1% Better Practice:

Choose one expectation you frequently assume your team understands and clearly define it this week. Ask someone on your team to explain it back to you to ensure there is shared understanding.

Applying It:

Identify a Frustration. What is one recurring issue, frustration, or breakdown on your team?

Diagnose the Root Cause. Which of the following is most likely true?

- | | |
|--|--|
| ☐ No standard exists | ☐ The standard is unclear |
| ☐ The standard is outdated or incorrect | ☐ The standard exists, but people are unaware of it |
| ☐ The standard is not being reinforced | ☐ Other: _____ |

Define Success. For this particular issue, what does success actually look like? Be specific.

Communicate Clearly. How will you communicate this standard to your team? (select all that apply)

- | | |
|--|--|
| ☐ Team meeting | ☐ Written procedure |
| ☐ One-on-one conversation | ☐ Training |
| ☐ Other: _____ | |

Measure It. How will you know the standard is working? _____

Take Action. What is one standard that you will clarify this week? _____

