

Setting Expectations

After becoming aware of the standards you set for yourself, this tool can help you work on those that you are unsatisfied with. You need to have completed the **'Evaluating My Standards'** worksheet in order to proceed.



Standards



20 Minutes



Intermediate

Area To Target	My New Expectation	New Behaviours To Adopt	What Will Change For Me?
Work	Be more self-organised	<i>Set up a calendar for all weekly meetings Sort through the paperwork on my desk</i>	<i>I will feel less stressed about my work I will not come too late to meetings</i>

Full Instructions

1. Go back to the '**Evaluating My Standards**' worksheet. Now start by picking either of these two:

- Areas where you put a **1** and a **X**. *These are areas where you set yourself relatively low standards and are unhappy about that.*
- Areas where you put a **3** and a **X**. *These are areas where you set yourself high standards, but are not happy about that.*

2. Now fill in this worksheet:

- **Area to target:** the chosen relevant areas, where you would like to change your expectations in the next 3-6 months.
- **My new expectation:** what would you like your new expectations to be within each chosen area?
- **New behaviors to adopt:** new behaviors that you will perform to achieve your goal(s).
- **What will change for me?:** If you successfully changed your standards and according behaviours, what will change for you in your life?

3. You can repeat this on a second sheet for the numbers you have not yet done (**1, X** or **3, X**).

4. Now you can transfer this information, step by step, onto the '**Changing My Standards**' worksheet in order to gradually change your standards. If you are unsure with which standard you shall begin, you can use the '**Wheel Of Standards**' tool.