

What to Expect This Week



Why this matters: when answers are still evolving, silence creates more anxiety than uncertainty does. Your leader is working through three moves. Here is what each one sounds like, and what you can ask for if it is missing.

MOVE 1 • SHARE WHAT IS KNOWN

- Your leader names what has been confirmed
- They say what is staying the same for your team
- Confirmed facts only – not predictions

WHAT YOU CAN ASK FOR

“Can you tell me what is confirmed today, even if it is small?”

MOVE 2 • NAME WHAT IS STILL OPEN

- They say plainly what has not been decided
- They separate rumor from what is actually in play
- “I do not know yet” is a real and honest answer

WHAT YOU CAN ASK FOR

“What is still being decided that would affect my work?”

MOVE 3 • COMMIT TO COMING BACK

- They give a date for the next update
- They say where answers will be posted
- They name who to ask in between

WHAT YOU CAN ASK FOR

“When will you come back to us, and where should I look?”

YOUR JOB IS SIMPLE: Capture what you heard on page 2, track it by topic on page 3, and bring your top question to the next huddle.

My Clarity Worksheet

Use this during or right after your team huddle. You do not need every answer to fill it in.



1. WHAT I KNOW TODAY

What did my leader confirm? What is staying the same?

2. WHAT IS STILL OPEN

What is undecided, or what did I hear but cannot confirm?

3. MY TOP 2 QUESTIONS

What do I most want answered? Write them the way I will ask them.

1.

2.

Who I will ask:

When I will ask:

MY NEXT STEP: Bring my top question to the next huddle or 1:1 – and write down the date my leader commits to come back: _____

My Message Map

Track what you know and what you still need by topic, so your questions are ready before you are asked to speak up.



TOPIC	WHAT I KNOW TODAY	WHAT I STILL NEED TO KNOW	WHO I WILL ASK
Staffing & Hiring			
Structure & Roles			
Budget & Resources			
Workflows & Handoffs			
Systems & Tools			
Team Impact			
Timeline			

REMEMBER: A row that says “nothing has changed” is still worth writing down. Clarity does not require certainty.