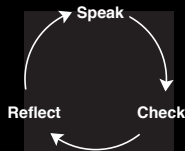


# Agreement Preparation: Notes

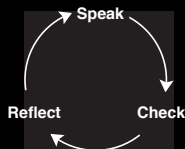
## What

What do you need this person to do? When do you expect it done? Be specific about time frames and procedures.



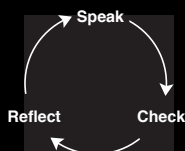
## Why

Why is this performance important (for you, the other, the team, the organization)? Why is this person being asked? Why is it as important as other tasks?



## What If

What might stop the person from keeping this Agreement (e.g., time, resources, knowing how to do the task)? Solve these at the meeting.



## What Next

You or the other person should summarize the Agreement. Schedule follow-up to ensure the Agreement is kept.

