

A WORKBOOK FOR YOUR PROJECT OR ASSIGNMENT

Clarity **with CORE**

Four letters to get clear on what's expected of you. Use this booklet for a project or assignment that still feels unclear: why it matters, what it should deliver, who contributes what, and when it's good enough.

HOW TO USE THIS BOOKLET

- 1 Choose a project**
Something you're working on now that still feels unclear.
- 2 Go through the 4 letters**
Fill in what you know. Leave open what you don't.
- 3 Use the checklist**
See right away where things remain vague for you.
- 4 Ask about what's missing**
Bring the booklet to your manager.



01 · CORE

Context

Why



02 · CORE

Objectives

What



03 · CORE

Roles

Who



04 · CORE

Expectations

Agreements



01 • CORE

Context

Focus: why, framing, meaning

WHERE TO LOOK FOR CONTEXT

- Sector – Facil – Team – Yourself
- Choose the level where you need clarity.

CHECKLIST

- I know why this project is happening
- I know what's going on in the background
- To me, this is more than just the topic
- I can explain why my time on this is worth it

My context

Write your reason in one sentence. If you can't, that tells you exactly where you're missing something.



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Objectives

Focus: outcome, destination, direction

EXAMPLE

- Not: "update the manuals" (an activity)
- Instead: "by December 1, the ten most common questions are included" (an outcome)

CHECKLIST

Starts with: "By the end of this project..."

Describes what should be achieved, not what I do

Makes clear when it has succeeded

Is concrete enough to set priorities

My objective

One clear outcome, in one sentence. Not what you will do: what should be true.



03 · CORE Roles

Focus: contribution, stakeholders, who decides

THE FIVE CONTRIBUTIONS

- Inform · Give input · Think along · Challenge · Decide

CHECKLIST

- I know who is involved, and why
- I know what contribution I expected from me
- It is clear who makes the final decision
- I know who I can go to with my questions

My roles

Write down each person's or group's contribution: don't forget yourself.



04 • CORE

Expectations

Focus: the bar, good enough, done

EXAMPLE

- “When is this good enough to ship?”
- Two or three things that really must be there. Nothing more.

CHECKLIST

- I know when this is good enough
- I've turned 'done' into a list, not a feeling
- I know who decides if it's good enough
- I checked this with whoever asked for it

My bar

Write down what really needs to be there. If those things are included, it's done — even if it could be better.



YOUR NEXT STEP

Where's the fog?

Focus: whatever you couldn't fill in is your question



You've gone through the four letters. Whatever you couldn't fill in is exactly what you're still missing. That's not a problem: that's your question.

WHERE AM I MOST UNCLEAR?

Context

Objectives

Roles

Expectations

What exactly do I want to ask?

Write it down the way you would say it. The more concrete your question, the more concrete the answer.

Who do I ask, and when?

Just naming what's unclear, already clears some of the fog.