

Leader's Intent

Key Steps

- **Situation:** The challenge and opportunity we face
- **Task:** What I am asking you to do (and how it relates to what others are doing)
- **Purpose:** The big picture of what we aim to accomplish and why
- **End State:** What success will look like

Guidance & Commitment

- Interactive conversation about decision points, priorities, check-in
- Possible negotiation
- Commitment

Brief Back

- Make sure we're both on the same page about what you've taken on