



# Clarity Checklist

- Have you established that shared interests exist?
- Is everyone in the meeting clear about the reason to coordinate?
- Are participants clear as to why they are there and their specific role?
- Has enough time been allowed to explore and brainstorm various ideas and courses of action?
- Have participants had the opportunity to share and air their thoughts?<sup>1 \*</sup>
- Have the pros and cons of the various options been sufficiently vetted?
- Do participants understand, at some level, the process that was or will be followed to reach a decision?
- If a decision has been made, has it been appropriately solidified with enough specificity that people will know what was actually decided?
- Has the group established the required specificity around the who, what, how, and when details?
- Are accountability and ownership clear?
- Have the resources that will be required to meet decided goals been accounted for?

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<sup>1 \*</sup> A leadership principle, [Disagree and Commit](#), is based on the belief that allowing for airing of ideas before a decision is made leaves people feeling the process has integrity and their viewpoints have been respected. Creating space for this does not mean ceaseless complaining is encouraged. Instead, this principle works when team members feel it is their obligation to agree or disagree openly, and, once a decision is made, commit wholly to it.