

### Questions to discuss with your manager and colleagues

With fewer imposed boundaries and structures for workflow, team interactions, and information sharing, effective self-management in a ROWE requires explicit and consistent standards and expected results.

Talk with your supervisor and colleagues about the following to ensure common understanding and agreement around individual/collective results and team norms.

- What are the job-specific standards and expectations (for you and the team)? What are team expectations around availability, checking emails and voicemails, response times, turnaround times, decision making, etc? Is everyone aware of these standards and in agreement?
- How do department/team standards and expectations mirror/complement/extend beyond the [ASCO-wide standards](#)?
- What are the expected results, quantitative and qualitative, for individual employees and the team (my and our results)?
- How well do you understand the workflow and the interdependencies of tasks and timing for work you are doing or contributing to? What is your role vs. others in the project/work?
- What are the signals that work is/is not on track to meet standards and expected results? How do these signals differ for the supervisor vs. front line perspective?
- What mechanisms have the team established for planning ahead, coordinating covering, sharing information, assigning back-ups? How have they decided to communicate about availability and coverage of schedules?
- How has the team (including the supervisor) decided to handle unanticipated or unexpected requests that will arise with the natural course of business?
- How familiar are you with work styles and group norms within your team? Which ones are formal, explicit team agreements vs. preferences?
- What are the benefits and drawbacks of being offsite vs. onsite for various tasks and activities? Are there department/team expectations regarding onsite presence that go beyond the [ASCO-wide standards](#)?
- How are your colleagues working differently in a ROWE than in a traditional work environment?