

The  
**Waiting Checklist** · ver 1.0

Can you wait or is there still work & thinking to do?

**Define the deliverable**

Do you know what you are waiting for?

**Pick the person responsible**

Do you know who you are waiting for?

**Pick a date of your next action**

How long are you going to wait?

**Define Plan B**

What will you do when time runs out?

**Communicate expectations**

Remember: get a yes!

Having trouble? [Read the Waiting Checklist walkthrough blog post](#)

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**Phareios  
Consulting**

The Waiting Checklist is a free communication and planning aid provided by [Phareios Consulting](#).

For more tools and a catalog of our services go to: [phareios.com](http://phareios.com)

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