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A New Project

You are very new to the company and your supervisor has given you a new project. This communication was done over Slack and your supervisor gave you some general instruction for the project but you still had a lot of questions/confusions about the project. Your supervisor was expecting you to finish this project by Wednesday the following week but you haven't really made that much progress on the project yet, due to other projects you were working on and because your supervisor is known to be extremely busy and you felt shy asking for some time to go over the project.

Please answer the following questions:

1. What went wrong with this scenario?

The new employee did not seek clarification on the project. The new employee hesitated to approach the supervisor for more time or clarification, possibly due to a fear of disturbing the supervisor. Open communication is crucial in a work environment, and employees should feel comfortable seeking guidance when needed. Proper time management is also essential to ensure that tasks are prioritized effectively.

2. What could you have done to improve this situation?

To improve this scenario, it's essential for the new employee to proactively seek clarification, communicate challenges, manage time effectively, and ensure a clear understanding of expectations and deadlines.

3. What would you do to rectify this situation?

Send a message to the supervisor requesting a meeting to discuss the project in more detail. Prepare a list of specific questions and points of confusion about the project. Briefly update the supervisor on the progress made so far and explain any challenges you've encountered. It's important to be transparent about the current workload and request guidance on prioritizing tasks effectively. Prioritize tasks and allocate dedicated time for the new project. If possible, delegate or postpone less critical tasks to focus on meeting the project requirements within the set timeline. By taking these proactive steps, I can demonstrate accountability, improve communication with the supervisor, and work towards successfully completing the project.

- 4. If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.**

I hope this message finds you well. I appreciate the opportunity to work on the new project you assigned to me. As I delve into the details, I have a few questions and uncertainties that I would like to clarify to ensure that I am on the right track and can meet your expectations. Additionally, I would like to confirm the deadline for this project. I want to ensure that I can allocate the necessary time and resources to meet your expectations. If it would be more convenient, I'm open to scheduling a brief meeting to discuss these matters in person and ensure a clear understanding. Thank you for your guidance.