

15 TOP TIPS TO SUCCESSFULLY MANAGE CLIENT EXPECTATIONS CHEAT SHEET

1. Be Honest And Transparent
2. Communicate Effectively
3. Build A Personal Relationship
4. Address Problems Directly
5. Agree On Goals, Strategies And Timelines
6. Be Realistic But Remain Optimistic
7. Provide Reports
8. Be Human
9. Always Underpromise
10. Always Have A Contingency Plan
11. Avoid Monthly Agreements
12. Anticipate Your Client's Expectations
13. Be A Great Listener
14. Be Vocal About Budgets
15. Be A Counsellor