COLLABORATIVE OVERLOAD QUIZ

For each of the statements, answer yes, no, or sometimes. Give yourself 2 points for yes, 1 point for sometimes, and 0 points for no. Add up your score in each area.

PLANNING

Using structure and rituals to stay organized.

- ✓ We have a clear sense of what deliverables are ahead each month.
- ✓ We stick to deadlines and commitments and rarely let things fall through the cracks.
- ✓ We have established norms for using our internal online collaboration platforms.

SCORE:

PEOPLE

How well staff communicate and collaborate with each other.

- ✓ We communicate precisely and clearly via email and internal systems.
- ✓ We have an effective approach to integrating remote and on-site staff for meetings and collaboration.
- ✓ We have an email charter that identifies norms such as sending after hours emails.

SCORE:

PRIORITIES

How efficiently staff uses their time.

- ✓ We spend time working on mission-driven tasks.
- ✓ We have norms for how we use our time in meetings.
- ✓ We do not have regular "fire drills" or urgent tasks take us away from important projects.

SCORE:

BEING PRESENT

Giving full attention to each other and distraction free norms and zones for focus
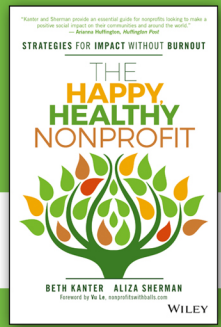
- ✓ We are focused and engaged in meetings and not multi-tasking.
- ✓ We have a distraction free work environment.
- ✓ We complete tasks that require focus, creative, or strategic thinking during normal work hours.

SCORE:

REFLECTION

What area can you improve that will give your team a big productivity boost?

TIPS & RESOURCES

PLANNING

- *Establish "Look-Ahead" rituals to anticipate upcoming deadlines.*
- *A "no meeting time zone" so staff can focus on planning, wrap ups, or strategic thinking.*
- *Create work flow norms related to using online collaboration tools*

Stop Days:
http://www.bethkanter.org/stop-days/

Work Norms for Online Collaboration Tools
http://www.bethkanter.org/norms-tools/

Look Ahead Rituals
http://bit.ly/look-ahead-ritual

PRIORITIES

- *Routinized reflection process to analyze fire drills when they happen to avoid in the future*
- *Rethink status update meetings as "standing meetings" where staff gets feedback from others*
- *Don't schedule 60 minute meetings by default*

How To Change Fire Drill Culture
http://www.bethkanter.org/fire-drill/

Stand Up Meetings
http://bit.ly/stand-up-meetings

The Magic of 30 Minute Meetings
https://hbr.org/2016/02/the-magic-of-30-minute-meetings

PEOPLE

- *Create an email charter that identifies norms and expectations*
- *Use "BLUF" (Bottom Line Up Front) in your email communication*
- *Establish meeting norms for remote meetings*

Sample Email Charter
http://www.emailcharter.org

Write Precise Emails
https://hbr.org/2016/11/how-to-write-email-with-military-precision

Effective Virtual Meetings
http://www.bethkanter.org/virtual-meeting-best-practices/

BEING PRESENT

- *Create device free or distraction free "Quiet Zones" in your office*
- *Establish meeting norms for use of laptops/mobile phones during meeting*
- *Incorporate movement breaks and walking meetings into the way you work*

Creating A Culture of Mindfulness
http://www.bethkanter.org/culture-org/

Creating Quiet Spaces/Distraction Free Zones
http://www.bethkanter.org/open-office-spaces/

Step-by-Step Guide for Walking Meetings
http://www.bethkanter.org/walking-meetings-2/

REFLECTION

What tip can you put into practice with your team? How will you introduce it?