

## **You Had One Job**

### **1. Stay clear about your role.**

- It is the leader's job to provide CLARITY, and it is team member's job to CLARIFY.
- Clarity is initial and evolutionary.
- Ask: do you still want this? Am I correct that you expect this?
- Overtime, you learn your leader & know what she or he wants or does not want.
- A healthy role evolves.

### **2. Remove friction & complexity.**

- Successful execution for things that have meaning looks like an upstream journey. Removing friction lessens the head-on pressure.
- Systemize - what is working for you?
- If you don't have systems working for you when you are absent, you are not multiplying your efforts; you're only adding.
- The most valuable team members are multipliers.

### **3. Make checklists & revisit them.**

- Checklists not only ensure execution, they unfold new things to anticipate.
- The failure to anticipate is an invitation for disaster.
- What if it rains?
- What if people are late?
- What time do I need to end?
- To Do Lists vs. Checklists
- A To do item completes a single task. Checklists includes finish lines, deadlines, and starting lines.
- Checklists are best designed backwards. That makes sure you are working toward the vision and not just doing.
- Lead up and follow up