

Rule 27: Right Actions Bring Engagement

Have each team member bring an estimate of how they spend their time to a team forum. The results of their time study should be displayed by percentage and add up to 100%. Have each team member post these results on a chart & place these around the room. The team circles the room to see where overlapping and under-served tasks are occurring on the team. It may take a few meetings to formulate a plan of action.

Overlapping task areas:

Under served task areas:

Tasks we spend too much time on for too little gain toward our team objectives:

Tasks that would seem to contribute to our team's objectives that are not covered by our team:

