#18



How do we organize our team?

WHAT'S HAPPENING?

Everyone needs a job. Teams that get organized in the first few minutes spend the rest of the time building.

TRY THIS

1. **Give everyone a job** in the first few minutes. Role ideas: radiator #9.
2. **Pick a Timekeeper.** They call out every publish checkpoint and the stop time (11:20 a.m. or 4:20 p.m.).
3. **Write a one-line plan** and your top 3 tasks where everyone can see them.
4. **Check in at every publish checkpoint:** What's done? What's next? Who's stuck?
5. **Swap jobs** every 45 minutes so everyone gets a turn.

STILL STUCK?

Someone has nothing to do? Hand them the next task on your list. Can't agree on jobs? Pick fast. You'll swap in 45 minutes anyway.

NEXT STEP

Everyone should be able to say their job in one sentence. If someone can't, flag a facilitator.

Scan for step-by-step help