

Turning Agreements into Action

One habit that makes high-performing teams stand apart is how they handle commitments. Rather than leaving agreements implicit, cohesive teams consistently clarify four things whenever work is discussed.

DEFINE THE CURRENT REALITY

-  What was agreed previously?
-  What is actually happening now?

1

ESTABLISH OWNERSHIP

-  Who is responsible for the next action?
-  Who is responsible for the next decision?

2

IDENTIFY VIABLE OPTIONS

-  What are the practical ways to move forward?
-  What trade-offs exist?

3

COMMIT TO SPECIFIC ACTIONS AND TIMELINES

-  When will progress be reviewed?
-  What will happen next?

4