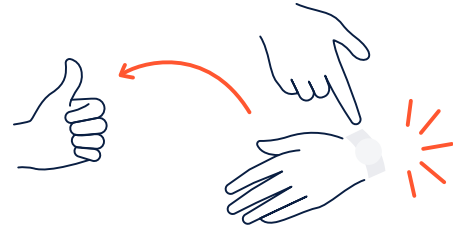


2.2 TECHNIQUE - CURATE DON'T AUTOMATE

Update async, spar in real time



With today's collaboration tools (and highly skilled people using them) asynchronous (aka "async") communications are often preferred over meetings as they allow for a more diverse set of personalities to consume and respond to the information comfortably and thoughtfully.

How to set it up

Step 1. Draft a list of the types of updates you should be sharing outside of your team (goal tracking, feature ideation, weekly status, team changes, budget management, etc).

Step 2. For each type of update add an "async" or "let's meet" label. Use the following criteria to decide which label the info belongs to:

Characteristics of "async" updates

- Summaries of info
- Goal is to shared understanding
- Feedback is not urgent
- Distributing new info
- Ask for help

Characteristics of "let's meet" updates

- Requires input from 2+ people simultaneously
- Making a high-impact decision
- When complexity or unknowns are high
- Requires divergent thinking

Step 3. For all updates (in both categories) define the cadence by which you will update stakeholders.

- For "async" updates add the channel/location where the update will be made (presentation, wiki, etc)
- For "let's meet" updates, assign a meeting owner to create and distribute a reoccurring calendar invite with a link to a re-usable agenda

Step 4. Send your update summary by label, by cadence to your team first and then stakeholders and ask for feedback or challenges to proposed categorizations and cadences.

Step 5. Setup a rotating schedule of update ownership to ensure the team shares in communication responsibilities.

Anti-pattern

Do not assign the most junior person or admin role on your team to write all updates and manage all reoccurring meetings.