

Working with me

Complete these prompts, share with colleagues and discuss the answers together.

Name / role / team

01 My role and contribution

What outcomes do I own? Where can I help? What do I need from colleagues?

02 Communication channels and urgency

SITUATION

BEST CHANNEL

RESPONSE WINDOW

Routine updates

Decision / detailed discussion

Urgent issue

Urgent means: [impact / time limit]. If I am unavailable, contact:

03 Focus and availability

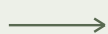
Usual working hours and time zone:

Focus time, meeting preferences and where to see my availability:

CHECK THAT THE MEANING LANDED

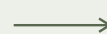
Encode

Put meaning into words.



Interpret

Read through your context.



Confirm

Summarise and check.

Experience, roles and circumstances shape interpretation. Clarify, then repeat the loop.

Decisions and shared understanding

Use specific boundaries, examples and dates. Edit the companion Markdown file to add detail.

04 Decision rights

I decide / I consult / approval comes from / I escalate when:

05 How to bring me a problem

1 problem, 3 options, 1 recommendation + why.

Include evidence, the decision needed and its deadline.

1 problem:

Option 1:

Option 2:

Option 3:

1 recommendation + why:

Decision needed from / by:

For urgent issues, raise the issue immediately and add options as information becomes available.

06 Feedback and disagreement

How and when should feedback reach me? How can colleagues challenge my view?

07 Confirm understanding

Ask the receiver to summarise the outcome and next action. Check and clarify together.

Our check-back phrase / where we record the action, owner and date:

08 Review this guide

Updated: [YYYY-MM-DD] Next review: [YYYY-MM-DD]

At review: What is working? What causes friction? What should change?

One filled-in example

All names, responsibilities and preferences on this page are invented.

Avery Taylor / Community events coordinator

Updated 2026-09-19 / Next review 2026-12-19

01 My role and contribution

I coordinate a small community events programme. I own the schedule, venue arrangements and attendee information. I need confirmed numbers and decisions by the agreed planning dates.

02 Communication channels and urgency

Email works for routine updates; I respond within one working day. Put a decision request and its deadline at the top. Call for an issue that could stop an event within 48 hours; the programme lead covers when I am unavailable.

03 Focus and availability

I work 09:00-17:00, Europe/London. I reserve 09:00-11:00 on Tuesdays and Thursdays for planning. My calendar shows availability; the programme lead covers urgent decisions during leave.

04 Decision rights

I decide event logistics within the agreed plan and consult the venue coordinator on access and capacity. The programme lead approves new spending and date changes. I escalate when the budget or event date is at risk.

05 How to bring me a problem

Problem: Rain is forecast for Saturday's outdoor event.

3 options: Use the indoor room with lower capacity; hire cover at extra cost; or reschedule and risk losing attendees.

Recommendation + why: Use the indoor room. It is available and holds all confirmed attendees. Programme lead to approve the location change by 2026-09-24 at 12:00, Europe/London.

06 Feedback and disagreement

Give feedback privately and soon after the event, with an example and its impact. Challenge my plan with your concern and evidence. If we remain divided, record the options and ask the programme lead to decide.

07 Confirm understanding

"My understanding is that I will confirm the room and email attendees by Thursday. Is that right?" We record the agreed action, owner and date in the shared event plan.

08 Review

On 2026-12-19, review response times, decision boundaries and event handovers together.