WORKSHEET + WORKED EXAMPLE

Agree How Your Team Works

A small set of proposed agreements, with room for exceptions and a date to revisit them.

20-30 minutes together | Team working agreements

Use it in three moves

1. Choose one recurring friction. Ask each person how the current habit affects their work.

2. Describe an observable practice. “Be respectful” is a value; “leave a quiet minute before responses” is something to try.

3. A draft is not consent. Record who still needs a say and make it possible to revise the agreement.

Which group and recurring friction?

Start small enough to discuss together.

Whose experience has not been heard?

Include people on different shifts, schedules, or levels of authority.

How will you notice whether this helps?

Ask about people’s experience as well as whether the work moves.

When will you revisit the agreements?

Name a real meeting or date, not “regularly”.

One item at a time

Copy this page for additional items. Use one row, option, task, or possibility per copy. The web tool handles calculations and comparisons where included.

When this happens...

A recurring situation.

We propose to...

A concrete behavior people can recognize.

Exception or support needed

Make space for access needs and urgent situations.

Where does this stand?

Choose: Proposal / Ready to try together / Needs another conversation

Who will help us revisit it?

A steward, not the behavior police.

A question for me

Which of my own habits must change for this agreement to be believable?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

Which group and recurring friction?

The support team and evening requests.

Whose experience has not been heard?

Ask the late shift and the part-time team members before trying it.

How will you notice whether this helps?

After two weeks, ask whether people can finish their shifts without losing needed context.

When will you revisit the agreements?

The team check-in two Fridays from now.

Example item 1

When this happens…: A non-urgent request arrives late in the day

We propose to…: Put it in the shared queue with the needed-by time; no evening response expected.

Exception or support needed: Urgent incidents use the on-call route. Agree local shift boundaries.

Where does this stand?: Proposal

Who will help us revisit it?: Mina will bring it to both shifts

The thinking behind it

The team's participation changes both the agreement and the person proposing it. Listen for whose ordinary day becomes easier, whose gets harder, and what you need to reconsider.

Working agreements are shared practices a team chooses to make coordination clearer. This board and its prompts are an original Leader Rebellion design. It treats agreement as a conversation with affected people, rather than a leader publishing a list of rules.

Read The Lie We've Normalized: "Leadership Is Influencing Behavior" by Nic Payne