

ADDITIONAL EVIDENCE (ACTIONABLE)

Kill or Shorten Standing Meetings

Any recurring meeting must have a current purpose and output. If it doesn't, cancel it or cut it in half.

Inbox to Action List Conversion

Emails are either acted on immediately or converted into a task elsewhere. The inbox is not a storage system.

Name a Single Owner for Every Task

Every piece of work must have one clearly named owner. Shared ownership is not ownership.

End Meetings with Decisions and Owners

No meeting ends without documented decisions, next steps, and who owns each one.

Replace Status Checks with Proactive Updates

Instead of asking for updates, send brief progress notes at defined milestones.

Match the Message to the Medium

Use chat for quick coordination, email for decisions, and meetings only when interaction is required.

Force a Clear Approval Path

Decide in advance who gives final approval so work doesn't bounce endlessly.

Define Success Before Starting Work

Before beginning, explicitly state what "done" looks like to avoid revisions later.

Batch Calendar Commitments

Group meetings and obligations together to protect uninterrupted work time.

Convert Vague Deadlines into Dates

Replace “soon” or “ASAP” with a specific date or time.

Stop Treating Silence as Agreement

If approval is needed, require explicit confirmation instead of assuming.

Limit CCs to Responsible Parties Only

Only include people who need to act or decide, not everyone who might be interested.

Capture One-Off Solutions

If you solve the same problem more than once, document the solution for reuse.

Turn Meeting Notes into Tasks Immediately

Notes are useless unless converted into assigned actions.

Close the Day with Task Closure

End each day by closing or clearly parking unfinished work to prevent spillover.

Account for Prep and Follow-Up Time

Include setup and wrap-up when estimating how long work will take.

Reduce Tool Duplication

Use one primary tool per function to avoid switching costs.

Stop End-of-Day Task Drops

If a task arrives late, explicitly defer it instead of half-starting it.

Eliminate Over-Documentation

Only document what will be reused or referenced later.

Clarify Requests Before Starting

If context is missing, pause and ask once instead of guessing and reworking.

Group Similar Tasks Together

Do similar work in blocks to reduce start-up friction.

Replace “FYI” Messages with Digest Updates

Bundle non-actionable information into a single update instead of constant interruptions.

Set Explicit Check-In Triggers

Define when updates are needed so no one has to guess or ping.