

### Projects

<b>Empower Project Leads</b>	Take initiative, anticipate project impacts, and plan proactively.
<b>Dynamic Adaptation</b>	Embrace flexibility and make timely course corrections.
<b>Elevated Autonomy &amp; Accountability</b>	Lead with independence; ensure punctual delivery.
<b>Stream-lined Planning</b>	Balance thorough project foresight and effective execution; avoid excessive analysis.
<b>Optimize Tool Use</b>	Utilize Jira efficiently for visibility without hindering progress.

### Meetings: Efficient & Focused

<b>Reduce Frequency</b>	Less but more effective meetings.
<b>Prepared Participation</b>	Come informed or not at all.
<b>Respect Time Limits</b>	Stick to the agenda; avoid overruns.
<b>Targeted Discussions</b>	Focus on essential topics for decisive outcomes.
<b>Leverage Tools</b>	Utilize the bot for sprint reporting; address immediate queries in daily meetings.

### Agile & Process Efficiency

<b>Value-- Centric Work</b>	Prioritize tasks that deliver real value.
<b>Sprint Discipline</b>	Work within sprint structures; no ad-hoc tasks.
<b>Regular Planning</b>	Continuously plan and adjust.
<b>Reflective Practice</b>	Learn from retrospectives to improve our processes on a team <i>and</i> personal level.

### Communication: Framing

#### Framing

**Framing = Context + Intent + Key message**

#### Context

This is the topic you want to talk about. Of all the topics in the world, this is the one you will talk about now.

#### Intent

What you want the audience to do with the information you are about to share.

#### Key message

The most important part of the overall message you are about to deliver (the headline).

#### Duration

No more than three sentences. Less than 15 seconds.

#### Why

The point is to let your audience know what you are going to talk about, so they aren't guessing for the first few minutes of the conversation. If the first lines of your message provide context, intent, and a key message, you will have clearer conversations every time.

### Communication: Structured Summary (GPS method)

#### Summary

**Goal → Problem → Solution**

#### Goal

The goal you are trying to achieve

#### Problem

The problem that is stopping you from reaching your goal

#### Solution

What I/we/you are going to do to solve the problem

#### Stating vs describing

There is an important difference between stating the goal and describing the goal. When we state something it is short, factual, and to the point. When we describe something, we use more words, especially more adjectives.

#### Describing

Describing a goal leads us to include context, background, history, and so on. Those things may or may not be relevant to the discussion. Your audience may already have that information. It is also possible they don't need, or care about it. If the audience wants more information about the goal, they will ask for it. Save yourself time, don't guess what they might want to know, keep it short and to the point.