

Tool 2 // Cutting through the noise

people
make it
work

we are culture people



Some thoughts before you start...

We are all busy. There isn't enough time to do everything. We prioritise, re-prioritise and juggle. How do we know if we are collectively working on the right things at the right time? How do we ensure our effectiveness?

This simple tool is a great way to engage teams in collective prioritisation so that there is mutual understanding of what we are working on and why (and what we are not working on and why).

@culturepeopleUK | peoplemakeitwork.com

Tool 2 // Step One and Two

Step One: Take 15 minutes to reflect on the prompts and questions in each box in turn. Try not to think too deeply - go with your gut.

Non Negotiables

List three non-negotiables for your organisation here:

- What matters most?
- What values and principles guide what you do and how you do it?
- What would you refuse to do or budge on?

Priorities

Make a list of no more than 3 priorities for the next six months here:

- What are absolute priorities?
- Do they fulfil or align with your non-negotiables?
- If these are all you achieve in the next 6 months, will you still be fulfilling your purpose?

People

Make a list of people from across your organisation:

- Who in your team has the right skills to best deliver your priority projects?
- Who clearly understands / embodies your non-negotiables?
- What skills are missing? (if any)
- Can you draw on skills from your wider network, board, or from peer/partner organisations?

Step Two: Share your responses with your team. Notice the similarities and differences. Talk these through and collaboratively agree the non-negotiables, priorities and people.

Tool 2 // Template



we are culture people

Non Negotiables

Priorities

People