

Getting Things Done

Purpose

Plans are great, but action is what counts. This tool helps your team set up light-touch habits to coordinate effort and keep things moving smoothly.

Use this Tool When:

You have a clear plan and people assigned to tasks (see Making a Plan).

Not a fit:

If you have active group conflict or no clear plan. Address those first!

Step 1

Set Up Simple Communication

How often will task leaders share quick updates? (Weekly, monthly, or at regular meetings?)

Where should updates go—a quick verbal check-in or a shared online tool?

How should someone raise their hand if they get stuck or fall behind?





Step 2

Schedule Light Check-Ins

Pick a point person to gently check in with task champions. Use your Guardrails to catch delays or burnout early.

Step 3

Expect the Unexpected

No project goes 100% according to plan. Brainstorm a few "what if" scenarios ahead of time so you know how to step in and support each other if someone runs into a wall.

