Good humans doing good work, increasing productivity and organizational strength: humanity works better.

MANAGER BRIEF

How to Help Your Team Prioritize

START HERE

5 HumanityWorks Skills

AS YOU WORK THROUGH EACH BRIEF, THESE FIVE SKILLS ARE FOUNDATIONAL TO BEING A GOOD HUMAN AND MAINTAINING HEALTHY RELATIONSHIPS.

LISTENING

Listening is an essential skill to generate the depth of caring connection people need to feel physically and psychologically safe with one another. There are different levels of listening and each one gives you different information. When practiced they become a building block of trust.

PERSPECTIVE

Your perspective is a particular outlook or point of view you have about something. Just like a photographer chooses a lens to capture reality in different ways, we each have filters through which we see the world. This filter can get in the way of working well with other people. It's important to learn more about this and how to shift it.

ACKNOWLEDGEMENT

A genuine acknowledgement helps others feel seen for who they are being and the positive impact they create. This nuanced skill helps to create meaningful relationships when done well.

SHARED AGREEMENTS

Shared agreements clarify working relationships with each person taking responsibility for their contribution to the relationship and to collectively agreed-upon outcomes. So often people don't take the time to create them, and this can cause roadblocks to working well together.

CURIOSITY/POWERFUL QUESTIONS

Curiosity expands information, connection, participation. It deepens what you know and can challenge what you think you knew. This simple skill creates the antidote to judgement.

✦ LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS: Check out HumanityWorks.com, email info@humanityworks.com or read the book, Humanity Works Better.

![humanityworks logo]

Good humans doing good work, increasing productivity and organizational strength: humanity works better.

MANAGER BRIEF

How to Help Your Team Prioritize

THE IMPORTANCE OF PRIORITIZATION

You have a limited amount of resources: time, people and money. In order to deliver outcomes, you need to prioritize where you put your attention and energy, and that of your team.

THE BASICS

- **Prioritization** is the process of assigning order to projects and tasks based on their urgency and importance.
- **The goal** is to improve productivity by organizing the tasks that need completion.
- **Constantly assess** the prioritization of day-to-day tasks, projects and the focus of your team.

THE STRUCTURE

- **Start with Why**: Make sure your team knows why their efforts are important to the larger objectives.
- **Share Context:** If you have additional information that might help them decide where to focus, or if priorities shift, be proactive in sharing that.
- **Make the Objective actionable:** Translate the objective into bit sized actionable tasks.
- **Monitor Progress:** Establish with your team what success looks like, together set up progress points and small wins. This is the time to refine, reset progress.

HUMANITYWORKS PRO TIPS

- **Avoid micromanaging.** Aim your team where they need to go. Assign clear ownership. Ask them how you can best support them. Focus on roadblocks to productivity rather than their day-to-day.
- **Celebrate the small wins**. Working towards a big outcome is a series of small wins. Making time to acknowledge these will keep team morale lifted and momentum moving forward.
- **Embrace failure.** Things will not always go to plan. Look for these moments and learn from them. They help build trust and safety with others, as well as the capabilities of the team.
- **Protect your team from whiplash.** These are those moments when your boss decides they want something new or different. It's your job to clarify WHY that request is coming now, HOW it impacts other priorities and WHAT needs to shift in order to deliver on their request.

LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS: Check out HumanityWorks.com, email info@humanityworks.com or read the book, Humanity Works Better.