Unleashing the Full Potential of your Agile Teams

Daily Checklist for Team Leaders

A checklist for Agile Team leaders to self-assess and adopt the new perspectives and behaviours required to provide the catalysts and nourishers that make work meaningful… a day at a time.

Small Wins: Were there any events that indicated progress or a possible breakthrough today?

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Catalysts - events and actions that help a team move forward. Did the team …

- ☐ Share a common goal?
- ☐ Know how their task is going to help achieve that common goal?
- ☐ Feel safe to try out any new ideas ?
- ☐ Have the willingness to challenge, and to be challenged?
- ☐ Have all the resources available to make progress?
- ☐ Learn from each other's mistakes?
- ☐ Share a sense of making progress in meaningful work?

Nourishers – interpersonal interactions that lift team's spirits. Did the team …

- ☐ Have the support they needed to overcome problems or remove blockers?
- ☐ Feel free to ask for help to improve their efficiency?
- ☐ Recognise each other's achievements?
- ☐ Trust each other and show respect to each other?
- ☐ Engage in fun activities to reduce stress and increase creativity?
- ☐ Celebrate each other's successes?

What can I do tomorrow to strengthen the catalysts and nourishers identified today?

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Blockers: Were there any incidents that indicated a setback or a possible crisis today?

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Inhibitors – events and actions that can induce setbacks. Did anyone …

- ☐ Work on any task that was not aligned to the common goal?
- ☐ Not know how a particular task they were working on is going to assist in achieving that common goal?
- ☐ Hold back from asking for help from other team members?
- ☐ Not have all the resources they needed to move forward efficiently?
- ☐ Hold back from sharing their failures (lessons learnt)?
- ☐ Not get the opportunity to share new ideas?

Toxins - interpersonal interactions that undermine team's spirits. Did anyone …

- ☐ Hold back on highlighting a problem or a blocker?
- ☐ Get discouraged in any way by a team member or a team leader?
- ☐ See or refer to team members as "resources"?
- ☐ Experience any tension or friction with other team members and leaders?
- ☐ Find a recurring task monotonous or boring?
- ☐ Get punished or ridiculed for any reason?

What can I do tomorrow to start eliminating the inhibitors and toxins identified today?

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