

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?

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?

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

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

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?
- Punished or ridiculed for any reason?

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

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