

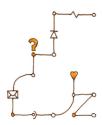


# Getting Stuff Done

Work better together. Do more. Faster.

Getting Stuff Done is a simple and effective process, helping teams work better together.





## Planning Ahead



Getting Stuff Done supports development of many of the top 10 skills for 2020 as referenced in the World Economic Forum 'Future of Jobs' report.

#### Top 10 skills

#### in 2020

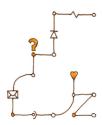
- 1. Complex Problem Solving
- Critical Thinking
- Creativity
- 4. People Management
- 5. Coordinating with Others
- Emotional Intelligence
- 7. Judgment and Decision Making
- 8. Service Orientation
- 9. Negotiation
- Cognitive Flexibility

#### in 2015

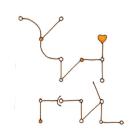
- Complex Problem Solving
- 2. Coordinating with Others
- 3. People Management
- 4. Critical Thinking
- 5. Negotiation
- Quality Control
- Service Orientation
- Judgment and Decision Making
- 9. Active Listening
- Creativity



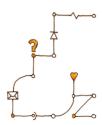




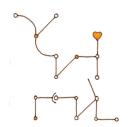
# Guiding principles



- We trust in the process
- Our approach to the sharing space is non-judgemental
- We check in on progress, not check up on each other
- Success comes from taking responsibility for your actions
- We share to learn from each other



### How it works

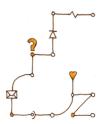


We have a simple set-up process which involves some initial data gathering and a briefing meeting in which you identify projects to work on. We then convene an online space for us and your team to:

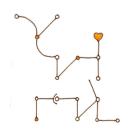
- 1. Clarify goals and tasks
- 2. Create the space to share tasks
- 3. Take ownership for tasks

We facilitate the process to foster a sense of responsibility for setting tasks and accountability for getting them done. Our focus is on getting stuff done in an open and honest setting.





### How it works



The duration of the Getting Stuff Done process depends on your goals, size of team and schedule.

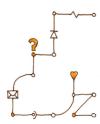
The process accelerates change through the open sharing of tasks. We advise clients to start small – unrealistic goals will create unrealistic tasks and timescales.

We provide two experienced facilitators to set up and facilitate the process from start to finish.

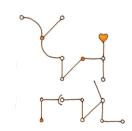
The nature of the process means progress is seen by the entire team.

At the end of the process we debrief with the team and provide feedback and insights on what worked and what can be improved.





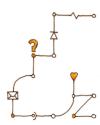
### Team impact



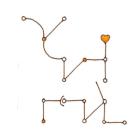
The Getting Stuff Done process is a unique way to work more openly as a team. Benefits include:

- Improved project completion and success
- Develop individual responsibility for getting stuff done
- Shared accountability across teams and projects
- Learning from and with each other
- Stronger desire for curiosity and willingness to experiment
- Work becomes more co-created, more enjoyable
- Provide a clearer view of whether plans are realistic, and adjust as necessary
- Develop personal responsibility, in favour of managerial judgement
- Positive unintended consequences





### Our clients say



"So helpful"

"Fun and intriguing"

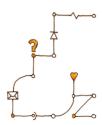
"A worthwhile community"

"A fun collaborative way to keep a track of your day"

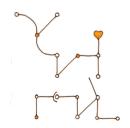
"A great way to connect with others who are experts in the field & willing to share their experiences"

"Ohhhh, does this have to end?"





### Find out more



Good work gets done when people are confident with owning their share of responsibility and taking the necessary action to complete tasks. With our help, using Getting Stuff Done you will get better at delivering the stuff you need to, and free yourself up to deliver the stuff you always wanted to, but never found the time for, until now.

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