

Daily 5-minute alignment

A daily check-in with your boss is a simple habit that solves several organizational problems at once. It is especially good during times of rapid growth, extreme change, or volatile workload:

- You'll insure everything important is covered and no balls are being dropped.
- You'll avoid problems by getting early warning if projects veer off-course.
- You'll be able to balance the work when too much ends up on your plate at once.
- It helps focus on the most important parts of the business by aligning priorities.
- It will make sure you are meeting you boss's agenda, and s/he supports you in knowing which of your items are important.
- By using the supporting deliverables list, you will automatically have a full record of your deliverables for your performance review.

The agenda

This is intended to go **fast**. The entire check-in should take no longer than five minutes!

1. By **number**, review all open deliverables, due dates, and status. Status should be **on track, done, or late**.
2. If an items changes from **on track** to **late**, immediately schedule a discovery meeting: what happened? Was new information uncovered? Was the original estimate unrealistic? Was more daily monitoring needed?
3. Double-check that your priorities are still correct, and change them if necessary.
4. Verify that every expected deliverable is on the list.
5. Eliminate any deliverables that are no longer needed.

Your 5-minute alignment depends on having an ongoing record of what deliverables you're working on, your *deliverables list*. Keep your deliverables list visible, not just on your computer. Change the written list rather than creating a new one each day, to give you visual continuity. Only print up a new list when you need more space and/or need to drop several completed deliverables.

Supporting materials for the 5-minute daily alignment

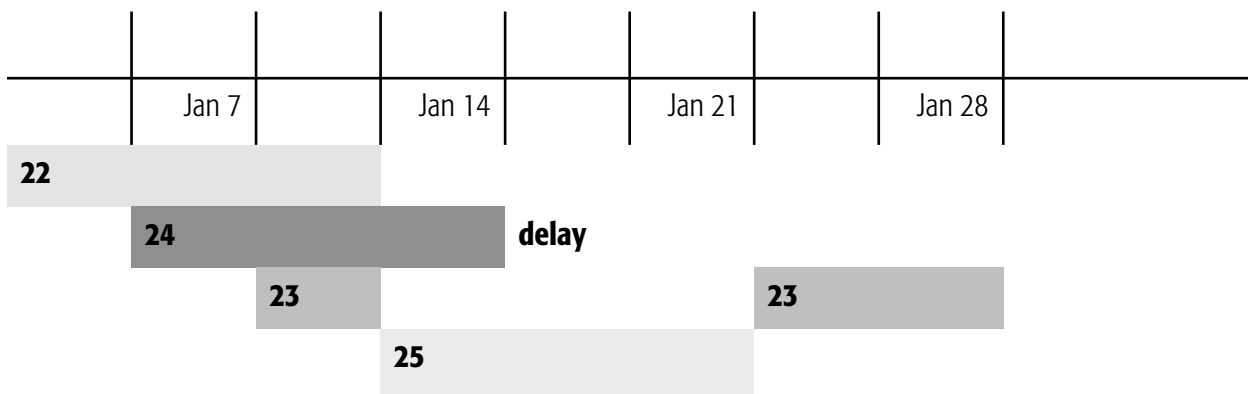
Deliverable list (no matter who the deliverable is for!)

Number items and don't re-use numbers.

#	Description	Due	To	Status
22	Completed status report	Jan 11	MC	On track
23	Complete performance reviews	Jan 12, Jan 28	HR dept.	On track
24	Emergency audit info	Jan 17	Joyce	Late (orig: Jan 14)
25	Department redesign	Jan 24	Eliot	On track

Workload timeline

Use the timeline as a visual map to know what you'll be working on and when each item must be done. The timeline is also key for spotting times of heavy workload. In the example below, the week of Jan 7 is potentially a demanding week, as deliverables 22 and 23 near completion, and 24 requires work.





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Deliverables List

#	Description	Due	To	Status

Timeline
