

THE 15-MINUTE PROJECT RESET

For mission-driven teams with important work that keeps slipping.

YOUR OUTCOME

Leave with one clear priority, a named owner, and a next action you can put on the calendar.

01 CLARIFY

Set a timer for 5 minutes. Choose one piece of work that matters and has slowed down. Be specific enough that someone else would recognize it.

What important result needs to happen? (Describe the result, not the task list.)

What is stalled right now? What would count as visible progress this week?

02 COORDINATE

Take 5 minutes. Locate the handoff, decision, or missing information that is holding things up.

What is the main bottleneck? Circle: decision / handoff / information / time / other

Who can move it forward, and what do they need from whom?

03 COMPLETE

Use the final 5 minutes to choose a next move small enough to finish. Give it an owner and a date.

The next visible action is:

Owner:

By when:

I will know it is done when:

YOUR 15-MINUTE RESET RESULT

We are moving _____ forward. The bottleneck is _____.

_____ will complete _____ by _____.

When the work needs more than a reset

A clear next action helps. If the project still needs someone to untangle the moving parts, establish ownership, and keep work moving, that is where I come in.

WORK WITH FRANCESCA

I help mission-driven organizations clarify the work, coordinate the people and processes, and move important projects from intention to completion.

Start with a Process Kaizen Strategy Session. We will look at what is stalled and decide on a practical path forward. For ongoing coordination and execution, ask about System Sprint or Fractional Business Support.

READY TO MOVE THE WORK FORWARD?

Book a complimentary consultation at the link below.

Schedule: meetings.hubspot.com/fconate