

Run It Live: 5-Minute Transition Map

A ready-to-facilitate micro-session — follow the timed steps. No prep needed.

FRAME • 30 SEC Pick one change or decision facing your team right now — we will run it through Endings, the Neutral Zone, and New Beginnings.



1

ENDINGS • 1 MIN

Name what's ending.

What are people losing, and what must they let go of?



2

NEUTRAL ZONE • 1 MIN

Steady the messy middle.

What's still unclear — and what's your Known-Unknown-Next update?



3

NEW BEGINNINGS • 1 MIN

Name the new beginning.

What's the purpose, the picture, and the first step forward?

WRAP • 1 MIN
week.

Each person names one move — an ending to honor, a neutral-zone support, or a new beginning to mark — for their team this week.

Key point: *Naming the ending, the messy middle, and the new beginning turns uncertainty into a shared path forward. • Total run time ≈ 4–5 minutes.*

My Transition Map

Keep this page. Map any change to the three phases of transition — and capture your own plan in the blanks.



ENDINGS

1

Name what's ending.

What are people losing, and what must they let go of?

WE'RE LETTING GO OF:



NEUTRAL ZONE

2

Navigate the messy middle.

What's still unclear — what's known, unknown, next?

IN THE MEANTIME, I'LL:



NEW BEGINNINGS

3

Name the new beginning.

What's the purpose, and the first step forward?

OUR FIRST STEP:

MY COMMITMENT THIS WEEK *One ending, neutral-zone support, or new beginning I'll act on with my team this week:*

Remember: Naming the ending, the messy middle, and the new beginning turns uncertainty into a clear, shared path.

Your Facilitator Guide: Run It Live

New to leading team activities? Follow this script top to bottom for a calm, confident 5-minute transition map — the team sees only the earlier slides.

RUN THE SCRIPT · ≈ 5 MIN

FRAME · 30 SEC — Set the scene. Ask the team to pick one change or decision facing them and hold it in mind — no need to share yet. They will run it through Endings, the Neutral Zone, and New Beginnings.

1 · ENDINGS · 1 MIN. Name what is ending — what people are losing and must let go of. Allow about 20 seconds of silence, then invite one or two to share aloud.

2 · NEUTRAL ZONE · 1 MIN. Steady the messy middle — what is still unclear, and each person's Known-Unknown-Next update. Ambiguity is normal; name it honestly.

3 · NEW BEGINNINGS · 1 MIN. Name the new beginning — the purpose, the picture, and the first step forward.

WRAP · 1 MIN — Commit. Each person names one move for the week ahead — an ending to honor, a neutral-zone support, or a new beginning to mark. Sharing is welcome but optional.

BEFORE YOU START

- No prep or materials needed — it works in any meeting, standup, or huddle.
- Keep your tone calm and steady; you model the steadiness you teach.
- Aim for about 5 minutes total; running a little over is fine.

FIRST-TIME FACILITATOR TIPS

- It is normal to feel nervous; a steady, unhurried pace does most of the work.
- If the room goes quiet, name your own recent ending or new beginning first.
- Keep it moving — momentum matters more than polished answers.
- Push for specifics; naming something concrete in each phase is the point.

KEY POINT (say it out loud) Naming the ending, the messy middle, and the new beginning turns uncertainty into a shared path forward. · Total run time ≈ 4–5 minutes.

Adapt It to Your Team

Same 5-minute transition map — small tweaks help it land for different teams and work settings.

BY TEAM TYPE

Clinical teams



- Tie transitions to unit changes, new protocols, and shifting assignments or staffing mid-shift; keep it brief out of respect for the floor.
- Frame Endings as what to let go of between cases — focus on the next shift, not the whole rollout.

Non-clinical teams



- Tie it to reorgs, reprioritized roadmaps, leadership changes, and new systems or tools.
- Name the Neutral Zone honestly — what is decided, what is still unknown, and the next checkpoint.

BY WORK SETTING

On-site teams



- Use the room — a shared pause and a calm voice make the transition feel collective.
- Invite people to name their one move aloud so the team hears the range of what is shifting.

Remote or hybrid teams



- Invite everyone to drop their “one move” in chat so quieter voices join.
- Cameras optional; give people an extra beat to respond. Name remote stressors — shifting priorities across time zones, async handoffs, and notification overload.

ADAPT, DON'T REINVENT Same reset for every team — keep it short, human, and judgment-free. On video, give people an extra beat to respond.