

Three Moves for Resetting Our Work

A simple way to sort what we do when priorities, skills, or capacity change. Your leader will walk us through it.

KEEP IT

Protect critical work

Required or high-value work that lines up with what matters most right now.

ASK

“What risk is created if this stops?”

CHANGE IT

Redesign important work

The outcome still matters, but who owns it, how it is done, or how often must change.

ASK

“What must be different now?”

PAUSE IT

Create space

Lower-value or duplicated work, or work we cannot do well with what we have today.

ASK

“What can wait without unacceptable risk?”

Two tests for every item: do we have the capability to do it, and the capacity to fit it in?

Run It Live: 5-Minute Worklist Reset

A ready-to-facilitate micro-session for any huddle or team meeting. No prep needed.

1 MAP IT • 1 MIN

Name the team's current work out loud — projects, recurring activities, standing meetings.

List it where everyone can see it

What is actually on our plate?

2 TEST IT • 2 MIN

For each item, check both: do we have the capability, and do we have the capacity?

Capability • capacity • owner

Can we do it, and do we have room?

3 CALL IT • 2 MIN

Put each item in Keep It, Change It, or Pause It, and name the next move and owner.

Keep • change • pause • assign

What changes, and who owns it?



Close by saying the reset out loud: what we keep, what changes, what pauses, and why.

Our Worklist Reset

Team worksheet — fill this in together. One page, kept current, beats a conversation people half-remember.

KEEP IT

What must we protect? List the work, the owner, and the capability and capacity it needs.

WE WILL KEEP:

Risk if this stops?

CHANGE IT

What still matters but must work differently? Name what changes — owner, scope, process, or cadence.

WE WILL CHANGE:

What must be different now?

PAUSE IT

What can wait? Name the constraint, who to tell, and when we will revisit it.

WE WILL PAUSE:

What can wait safely?



If new work is added, name what will be changed, delayed, or removed to make room for it.