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WORKBOOK

Exercises to help you find your team-challenge fit

1. Set an Attainable Goal
2. Create a Strategy Roadmap
3. Think in Workflows
4. Identify Team Roles
5. Balance Quality & Quantity
6. Check Your Team-Challenge Fit



SET AN ATTAINABLE GOAL

It's good to dream big, but to achieve great things you have to set realistic goals and reach them one by one.

What goal will get you one step closer to what you aspire to achieve?

- Make sure the goal is set in the non too distant future
- Make sure its ambitious enough to motivate you

What do you aspire to achieve?

What is the next realistic goal that gets you closer to what you aspire to achieve?

What do you need to reach your goal?

How much time do you have to reach it?





CREATE A STRATEGY ROADMAP

To achieve your goal you have to know what you need and the steps you need to take to get it.

What milestones do you need to meet to reach your goal?

- Write your goal at the top
- Write what you need to reach the goal at the top of each column
- Write your time periods at the start of each row
- Write the milestones you need to accomplish during each time period

Goal >			
Needs >			
Timeline	Milestones		





THINK IN WORKFLOWS

Because there are many things you can work on, it's important to spot what actions you need to be consistently good at executing.

What do need your team to be consistently good at?

- Write your process names at the top
- Write what you expect to get from each process
- Write down the key actions that need to be executed

Process >			
Objective >			
Actions >			





IDENTIFY TEAM ROLES

All actions should have a purpose, identify the deliverables you need and the team roles that get them done.

What roles do you need to produce what deliverables?

- Write the deliverables you need to produce at the start of each row
- Write the roles you need on your team at the top of each column
- For each result, state how a role is involved: responsible, supports, or informed

Team Interactions	Roles			
Deliverables	Involvement in Deliverable			





BALANCE QUALITY & QUANTITY

A continuous feeling of underperformance can crush your team's morale, learn to set realistic targets for the team you have in mind.

Do you have the budget to hire the expertise need to reach delivery targets?

- Write the expertise level needed for each role on the top of the table
- Write the resources you need to hire the right person for the each role
- At the start of each row, fill in the time periods in which you have to deliver
- In each cell, fill in the amount of each deliverable each role has to produce

Role Expertise >				
Amount of Budget >				
Timeline	Amount of Deliverables			





FIND YOUR TEAM-CHALLENGE FIT

You can have a clear challenge and know what team you need, but if you don't have the means you need to adjust to succeed.

Do you have the resources to build a team that can tackle your challenge?

- Check that you can clearly define your business challenge
- Check that you know the skills you need on your team to get things done
- Check that you have the resources to hire the quality to deliver on time

CHALLENGE				
All business challenges start at the...	Start > What was the last goal you achieved?	Goal > What is the next goal towards what you aspire to achieve?	Needs > What do you need to reach your goal?	And what do you need to rise to the challenge?
Do you have the resources to build the team you need?	< Deliverables What does your team need to produce?	< Roles What skills do you need on your team?	< Actions What actions does your team need to execute?	< Objectives What do you need your team to achieve?
Quality > Does your team have the expertise to deliver?	Resources > Do you have what you need to build the team?	Quantity > Can you produce the amount of deliverables?	Time > Can you deliver within the expected timeline?	Are all your answers yes? If no, adjust where possible or rethink your challenge. If yes, then...