

Working In Teams & Heading Off Failure

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Collaboration

It's a given that you will not always agree with one-another. The question is—what do you do about it?

Not always bad

Not always good

Division

You disagree and cannot move forward.

Compromise

You disagree, but flex enough to find common ground.

Consensus

You generally agree, but not passionately.

Harmony

You vehemently agree, and move forward without question.

Collaboration

A big part of *being collaborative* in creativity comes from the language you use to describe the things you make.

“My idea”

“Your idea”

“Our idea”

“The idea”

“An idea”

Collaboration

Trust is built on making commitments, and delivering on those promises.

- What will be done?
- How will it be done?
- At what level of detail will it be done?
- Who will do it?
- When will it be done?

Collaboration

Collaboration can't happen if you don't show up. Showing up isn't just being physically or digitally present.

- Are you there?
- Are you emotionally present?
- Are you excited to be there?
- Are you able to put aside outside concerns?
- Are you able to put aside your phone, social media, texts, and other distractions?

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Communication

A group needs a baseline set of accepted “rules” for communication.

- What times of day are appropriate for project discussion?
- What channels of communication should be used, and in what way?
- When is criticism allowed? When should it be eliminated?
- How direct can criticism be? What are examples?
- Who needs to be involved in various discussions?
- What will we do when we don't feel heard?
- What will we do when we are frustrated with someone else?

Communication

Communication is not just what we say—it's also in the way we share experiences.

I work best...

| | | | | | | | |
|-----------------|--------------------|------------------|------------------|----------------|--------------------|-------------------|----------------|
| At night | In the morning | With music | Quietly | Talking | Silently | In short bursts | In long blocks |
| With lights | In the dark | In a fast pace | In a slow pace | With alcohol | Dry | With smoke breaks | Smoke free |
| With headphones | Without headphones | In a messy space | In a clean space | With structure | Freeform and loose | ... | ... |

Communication

Problems need to be addressed head-on.

Small problem

Small consequences

Unemotional

Easy solution

Support



Big problem

Big consequences

Emotional

No solution

Resentment

Communication

**Taking breaks is key. But breaks don't just happen naturally.
You have to prompt them.**

“I need to take a break.”

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Working effectively

Stop talking and make something.

When you make something...

- You work through complexity
- You solve problems and identify new problems
- You make a commitment
- You form a perspective
- You give shape to ideas
- You stop spinning

Working effectively

Use timeboxing to get everything done.

“We have 45 minutes to do this. After 45 minutes, we stop, no matter where we are.”

Working effectively

Make todo lists, and scrub them daily.

Things to do

Create draft research plan (Jon)
- Participants, context, focus statement

Reach out to businesses (Matt)
- Roland's
- The Iron Cactus
- Chilito
- Brainstorm others?

Create research document packets (Ruby)
- Consent forms
- Research plan per person
- Compensation form & compensation

Buy foamcore boards for pinups (Jon)
— 8x4 black sheets, Miller Blueprint

...

Things to do today

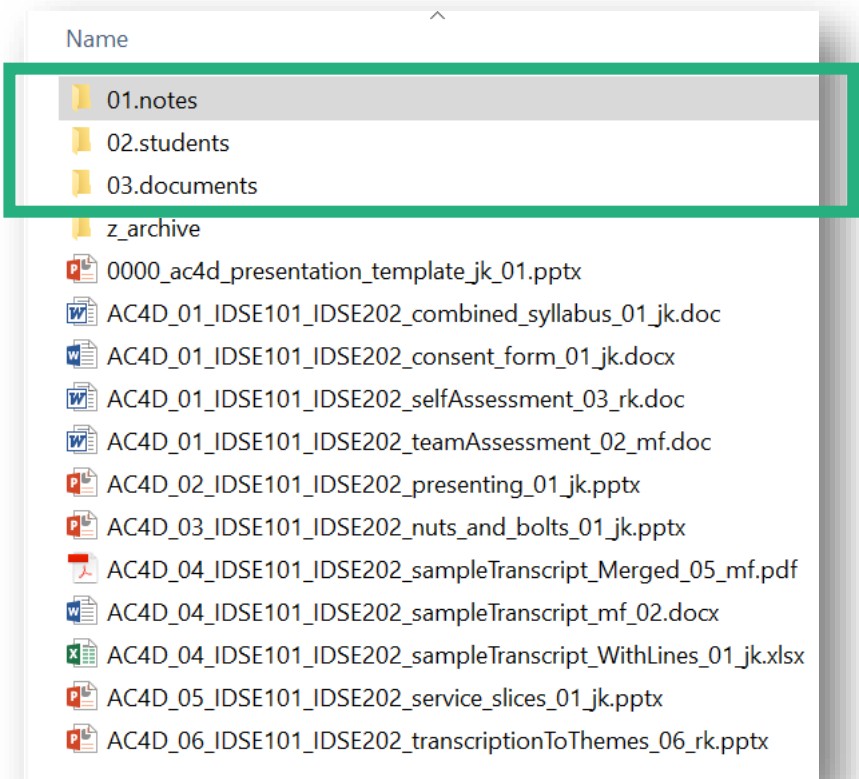
Create draft research plan (Jon)
- Participants
— Identify the people we will target
— Figure out quantities based on
— availability, but also based on intended
— mix of perspectives
- Email to team; feedback due 5pm
- Post to dropbox
- Integrate feedback ~9pm

Develop comprehensive business list (Matt)
- Starting list
- Roland's
- The Iron Cactus
- Chilito
- Extended list
- Based on location – Manor, Chicon
- Based on size – determine ideal

...

Working effectively

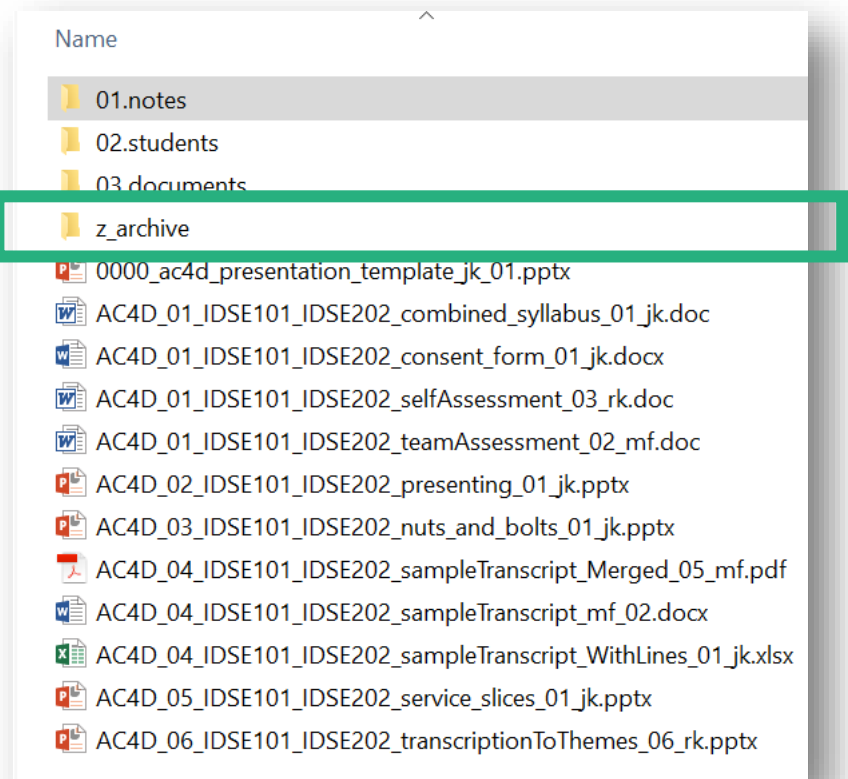
Manage your files, folders, and archives.



Folders named to fall in a sequence

Working effectively

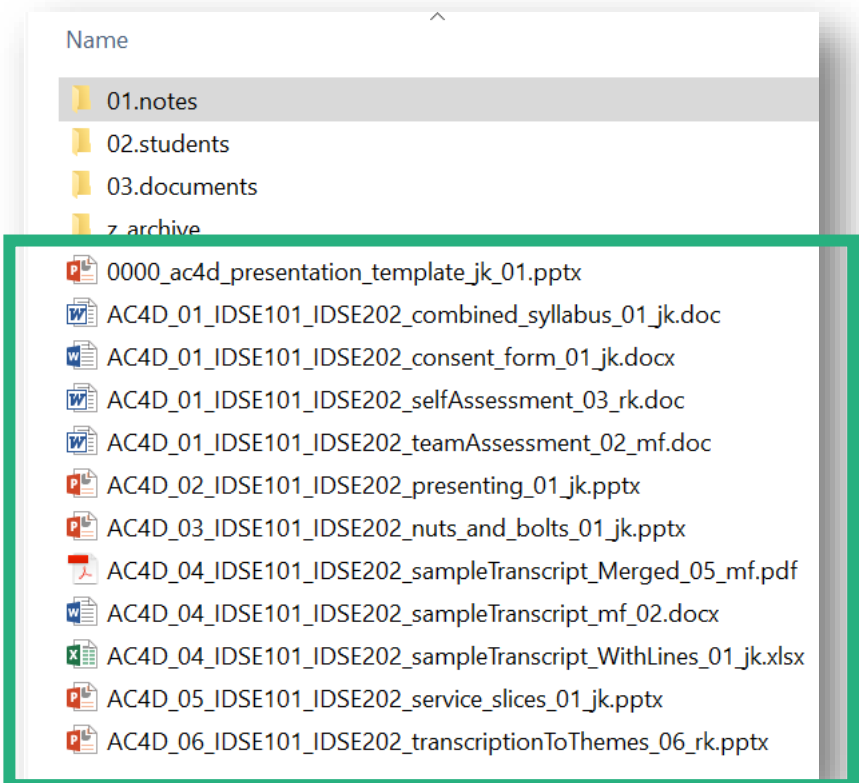
Manage your files, folders, and archives.



Previous versions in archive folder

Working effectively

Manage your files, folders, and archives.



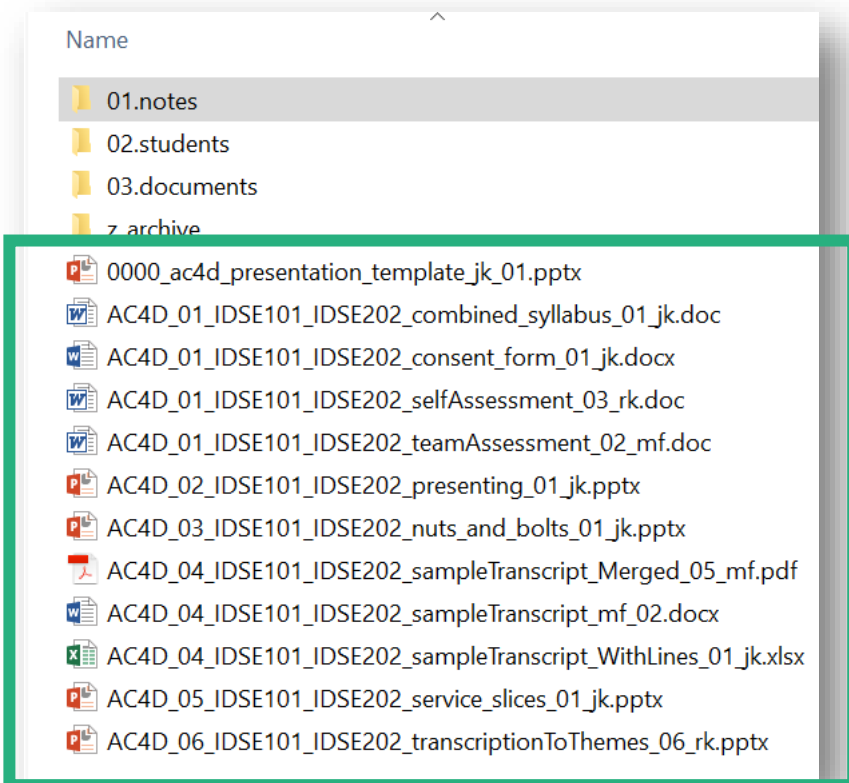
Carefully named files:

AC4D_03_designResearchPresentation_04_JK.docx

The project or client name

Working effectively

Manage your files, folders, and archives.



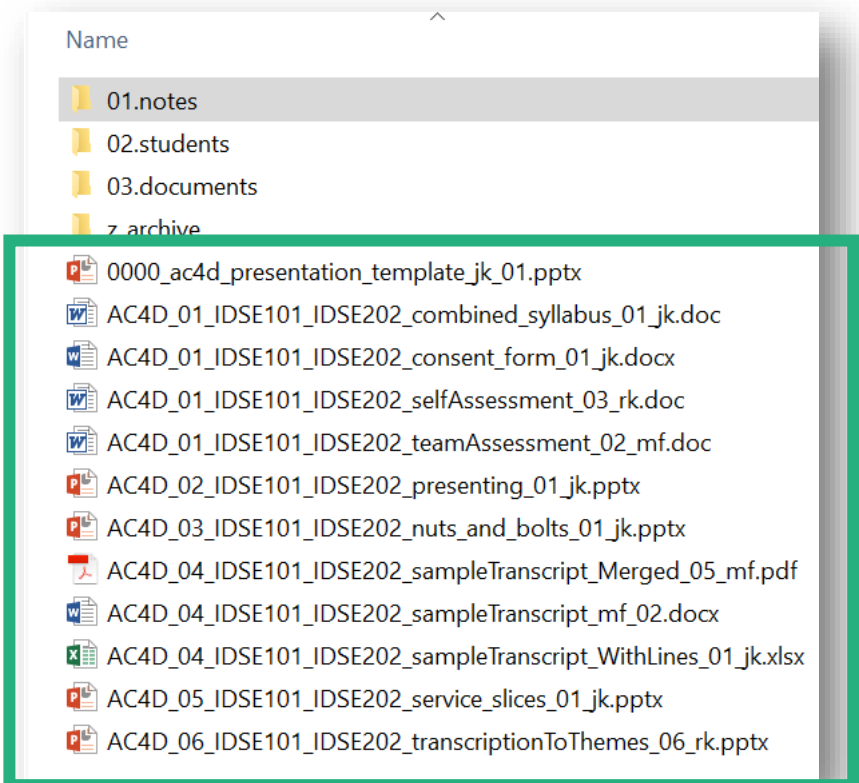
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Documents to be read or presented in a sequence

Working effectively

Manage your files, folders, and archives.



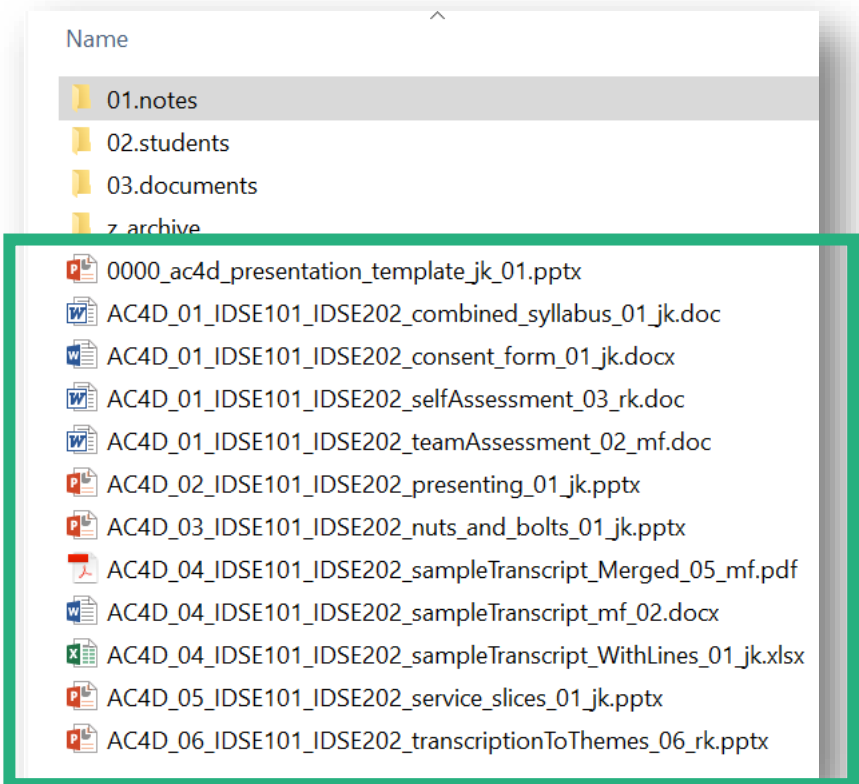
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A descriptive document name

Working effectively

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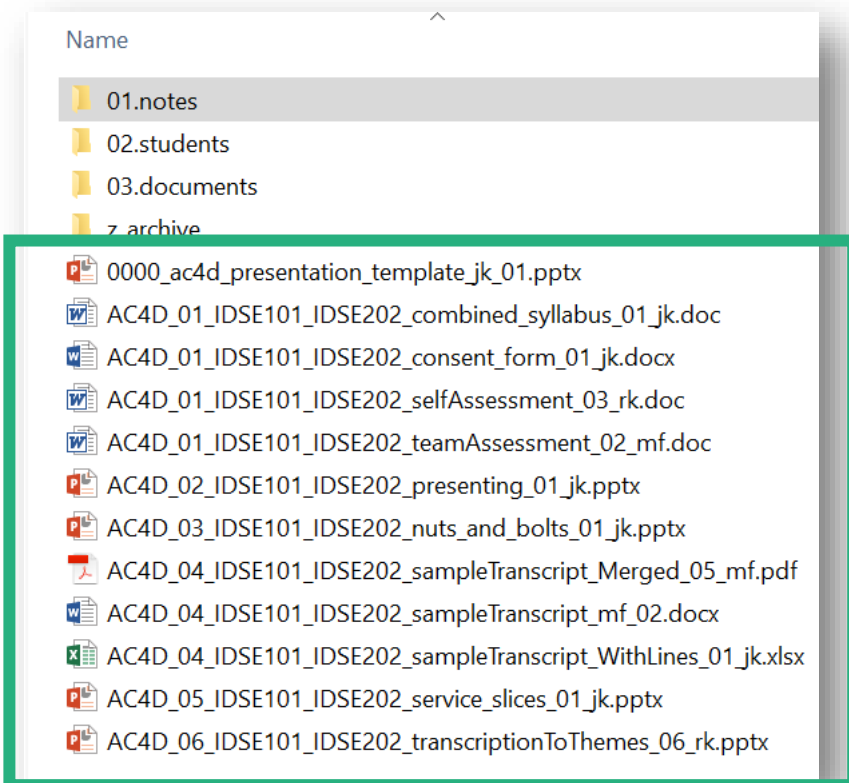
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04
Version number

Working effectively

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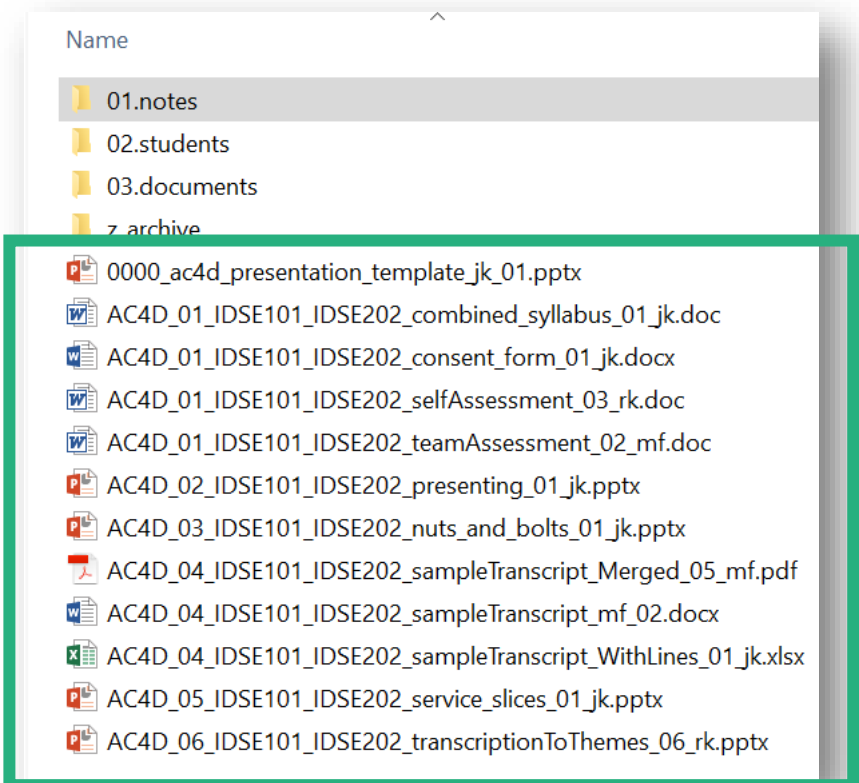
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JK
Your initials

Working effectively

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File format

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Thank you!

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