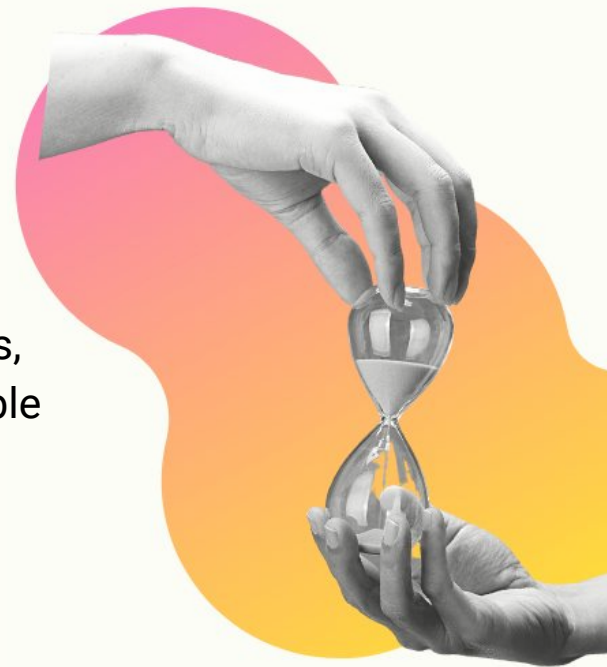


Collaboration Rhythms

When we talk about rhythms we talk about our meeting pulses. The moments of coming together & synchronizing, making sure we are all playing in tune.

We make sure that our rhythms meet **4 essential team needs**:

- **Connect:** moments to proactively build and maintaining trust.
- **Plan:** aligning to enable more autonomy. Separating tactics from strategy. Adjusting when needed.
- **Work:** using agile cycles to distribute tasks, visualise work-in-progress, stay accountable & solve blocks.
- **Reflect:** stopping regularly to look back, learn & iterate.



All needs are important, but we don't try to fulfill them all at the same time, each pulse has a different need priority

We also consider the cadence: when in the year we meeting? For what?

Rhythms Mapping

This exercise will help your team (*or yourself*) map and reflect on your rhythms - your pulses of coming together to Connect, Plan, Work and Reflect.

It will take from 30 to 60 minutes, depending on the size of your team, to go through the **3 steps**:

- **1. Map**
- **2. Observe**
- **3. Adjust**

Setup:

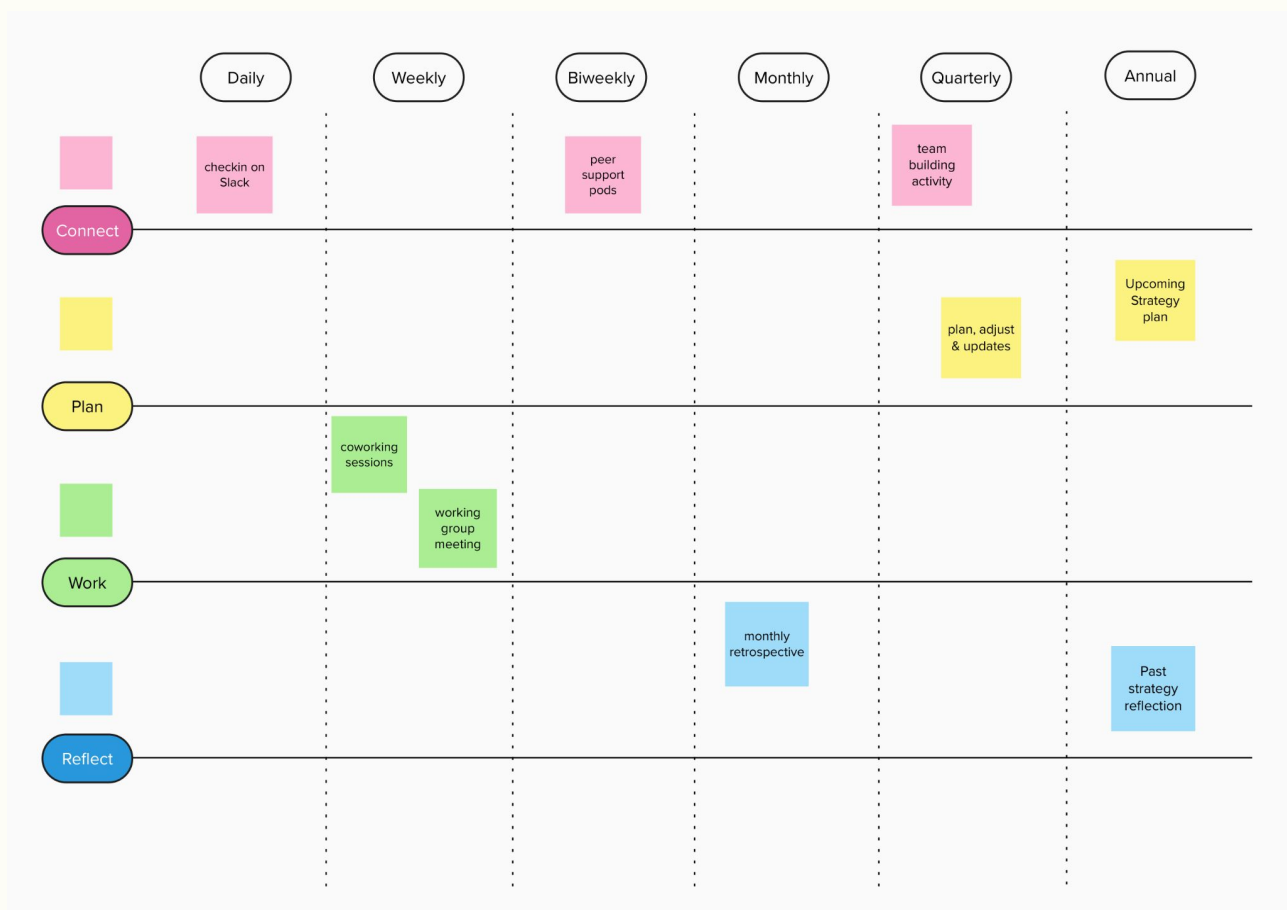
All you need is a bunch of post-it notes, and a whiteboard (physical or digital) with the following chart:

	Daily	Weekly	Biweekly	Monthly	Quarterly	Annual
Connect						
Plan						
Work						
Reflect						

Step 1 - Map

Think together about your different yearly rhythms, the pulses/ meetings/ moments when you come together in different configurations, to fulfill the different collaboration needs: Connect, Plan, Work, Reflect.

Write down the meeting name in a post-it, and place it in the chart. Put as many as you can think of. *Here is a simple example:*



You can repeat the name of the meeting and align them in the different columns, to show how one pulse may be fulfilling different needs.

Step 2 - Observe

Once your map is done. Step back and take some time to reflect on what you see.


Use these questions to help your reflection:

- Do you cover all needs?
- Is there too much or too little of some?
- Are there any gaps?
- What are your most important pulses?
- Does the tempo feel right?

Step 3 - Adjust

Spend some time discussing your observations together. Then choose 1 or 2 pulses or needs you want to adjust, change or add.

Create an action plan including for how long you will test the new rhythms for, and importantly when will you stop to reflect and iterate again.

 We recommend you don't try to change all these rhythms at the same time. Focus in what is more important, and change the others gradually. Teams have a limited capacity for change; exceeding this limit can cause chaos, tension & drama.

If you don't know where to start, make sure you have a dependable rhythm of retrospectives, then you'll have a recurring opportunity to make changes.

If you want to learn more with us, check out our [courses for Collaborative Teams](#)