

CLARITY AMONG TEAMS

A 10-Min Guide to Spark Team Conversation and Shared Learning

GUIDE 1: STARTING THE CONVERSATION

This conversation series helps teams strengthen clarity through short discussions built into existing meetings. Clarity isn't about having every answer — it's about having a shared understanding of what matters most, how work connects to the bigger picture, and what success looks like right now. When clarity is missing, teams often feel busy but scattered, unsure where to focus, or unclear on priorities.

This specific conversation introduces clarity in everyday terms, why it matters for focus and energy, and begins the conversation in a low-pressure way.

10-MINUTE CONVERSATION AGENDA

1 Minute | Set the Tone

Leader Open: “Let’s pause for a few minutes to talk about something that affects how focused and effective we are as a team: clarity. By clarity, I mean how clear we are on what matters most, how our work connects to the bigger picture, and what good work looks like right now. When clarity is missing, people often work hard but feel pulled in different directions. Today is just about starting the conversation and getting more aligned.”

4 Minutes | Spark Discussion

Discussion Prompt: “Think about a time at work when things felt clear — you knew what to focus on and why it mattered. What made that clarity possible?”

4 Minutes | Agree on One Team Norm

Discussion Prompt: “Based on what we just shared, what’s one small thing we could try as a team to create more clarity in our day-to-day work?”

1 Minute | Close the Conversation

Leader Close: “Thanks for the discussion. I heard [insert 1–3 themes]. Let’s try a short experiment - for the next [X] weeks, let’s try [one specific behavior]. We’ll come back to this in a future meeting [set date] and talk briefly about what helped, what got in the way and what we need to adjust.”

After the Conversation | Follow-Through Guidance

- Email everyone the key themes that surfaced and the team practice you agreed to test, noting the date when the team will briefly revisit the experiment.
- At the follow-up, spend 5 minutes discussing: a) what helped, b) what got in the way, c) what to keep, adjust, or drop.

Facilitation Notes

- This does not need to be perfect. Employees don’t expect polished facilitation. They want to see leaders thinking how work feels day to day.
- If the group is large, do pair or small-group discussion before sharing highlights with the full team.