

1 Write down all the tasks/agenda/departments/ of your organisation – current situation

3 You might see the messy reality of your organisational structure. Don't panic and take a step back

4 Take plenty of time and discuss in your team, if there are ways to optimize some tasks, ask team members to think again in which bubbles they really see them selves.

2 Each member will “circle” all the areas she/he feels like they have a role/responsibility in

5 Second round of bubbles – future (what I commit to as my job): you might find out, that there are areas of work no one wants to do, then ask yourself if that agenda is necessary for the organization. If so, you might need to hire a new colleague.

7 Have your new organizational structure visible in your workspace

8 Go back to the structure periodically to review if it's still relevant or the agenda might change

6 Write down new organisational structure. Each bubble is now self-managing team. The team need to assign the roles/responsibilities for individual tasks within the bubble



SELF-MANAGING TEAMS

- The self managing teams should have a “head” that keeps an overview of the tasks in the team – but not in a “boss” role.
- Decisions are made in the team. If needed, the team can bring a topic to a bigger group outside of the team for advice, help with the decision.
- Team meetings should be regular: keep the agenda clear, one person to take notes, one person to keep track of the topics (timer) – see the decision making process or evaluation process check list.