



# 10min Team Alignment **RESET!**



## Purpose

To create shared clarity on what helps your team do great work — and what gets in the way — so you can focus on what truly makes engagement sustainable.



## Outcomes

Clear expectations

Agreed priorities

A human conversation about how you work together

Small, meaningful changes you can implement straight away



## Time Required

10mins



## Resources

- A whiteboard / digital board / shared doc
- One facilitator (team leader or volunteer)
- A psychologically-safe space



## Workshop Structure

### STEP 1

Ask 2 Questions  
(3mins)

On a board, write two headings:

What helps us do our best work?

What gets in the way?

- Invite everyone to share 1–2 thoughts each.
- Keep it simple. No long debates.

### STEP 2

Spot the Patterns  
(3mins)

As a team, look at what's on the board. Ask:

- What themes are we seeing?
- What feels most important right now?

Circle the top 2–3 priorities only. Less is more.

### STEP 3

Agree on One Action per Theme  
(3mins)

For each priority, decide:

What small change will help?

Who will own it?

When will we check in again?

Think practical and doable, not perfect.

Examples include:



Clearer Meeting Purpose



Response Time Norms



Recognition Rhythms



Shared Project Priorities

### STEP 4

Close with appreciation  
(1min)

Invite each person to share:

“One thing I appreciate about this team.”

Because connection is engagement.

**Accountability**  
(Must do's after the session)



Share a short summary



Confirm owners & deadlines



Book a 10-minute follow-up in 2–3 weeks to review and refine.

