

Simplification Tool

Simplicity Vision Statement



Simplification Process:

- 1 – Awareness
- 2 – Identification
- 3 – Prioritization
- 4 – Execution
- 5 – Habit Formation

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WHY THIS TOOL?

An essential step in the simplifying process, your Simplicity Vision Statement enables you to articulate your goals for simplification and how you envision it impacting the organization. Like a traditional mission vision statement, it is designed to unite your organization around a collective direction for the company. This exercise will help you identify, define, and communicate the simplification behaviors that should be embedded into your culture for the long-term.

HOW IT WORKS

SUGGESTED AUDIENCE:

- Relevant for senior leaders
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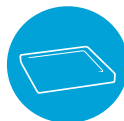
SET-UP VARIATIONS:

- Variation #1: Leader completes Q&A Worksheet in advance of meeting and shares worksheet with peers (or teams) in the session to get feedback/revise the statement. Skip STEP 2.
 - Variation #2: Leader and simplification team individually complete Q&A Worksheet in the session and collectively draft/revise statement.
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RECOMMENDED TIMING:

Step 1. Complete Q&A Worksheet:	30 mins.
Step 2. Share answers + discuss:	30 mins.
Step 3. Draft Simplicity Vision Statement:	30 mins.
Step 4. Solicit feedback + revise:	60 mins.
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	150 mins.

SUGGESTED MATERIALS:



Worksheets
(emailed or provided to each participant in meeting)



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STEP 1: COMPLETE Q&A WORKSHEET

To clarify goals and expectations around what simplification will achieve for your organization, start by capturing your initial thoughts beneath each question. Then polish your ideas into clear, specific statements in the answer column.

QUESTIONS (CAPTURE IDEAS BELOW)	ANSWERS (POLISH IDEAS BELOW)
1. Why is simplification important to us?	Simplification is important because:
2. What 3 things, when simplified, do we think will have the greatest impact on our jobs or business?	The 3 simplifications with the greatest impact will be: 1. 2. 3.
3. In what ways can we experience more workplace simplicity every day?	On a daily basis, we'll see small changes like:
4. If we simplify how we work, what will the result be (financial, behavioral, time-savings, etc.)?	We'll be able to measure results like:
5. How will we know when our work/business unit/function is simplified?	We'll be in a state of simplification when this happens:
6. What new simplification skills will we use on a daily basis?	People will be more...
7. A year from now, how did we make simplification a habit?	Simplification will become a habit if we...



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QUESTIONS (CONT.) (CAPTURE IDEAS BELOW)	ANSWERS (CONT.) (POLISH IDEAS BELOW)
8. Looking back, what was our biggest barrier to simplification?	The biggest barrier we need to tackle is...
9. If we hadn't made simplification a habit, what would have happened?	If we don't make simplification a habit, the result will be...
10. What will simplification help us achieve—personally and professionally?	<p>Simplification will do this for our business:</p> <p>For each other:</p> <p>For me:</p>
11. In 1 sentence, what does simplicity mean to us?	Simplicity is...



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STEP 2: SHARE ANSWERS + DISCUSS

If conducting this exercise as a group, share your individual answers and discuss the following:

- What are the similarities between our answers?
- What are the differences between them?
- Which answers reflect simplification as a core value of our business?
- Of those answers, which 1-3 offer the most promising statements for our organization's Simplicity Vision? (Take a vote if necessary.)

Possible Statement #1. _____

Possible Statement #2. _____

Possible Statement #3. _____

STEP 3: DRAFT SIMPLICITY VISION STATEMENT

Drawing from your worksheet (or from 3 possibilities above if conducting exercise as a group), draft your organization's Simplicity Vision Statement.

Simplicity is _____

It will enable our organization to _____

STEP 4: SOLICIT FEEDBACK + REVISE

Send your Simplicity Vision Statement to mentors, peers, and trusted partners from inside and outside your organization, asking them to identify weaknesses and recommend ways to strengthen it. Alternatively, invite your entire organization to collaborate on the final version. After it's finalized, share it enterprise-wide.

Simplification is _____

It will enable our organization to _____
