

Simplification Tool

Simplification Code of Conduct



Simplification Process:

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

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WHY THIS TOOL?

Building on your Simplicity Vision Statement, this tool enables you to communicate the simplification behaviors and choices that should be embraced by your organization. It also identifies which behaviors should be avoided to reduce unnecessary work and respect the value of each other’s time. Your organization’s Simplification Code of Conduct empowers employees to question areas of complexity in their own work, as well as others. By the end of this exercise, you’ll create and distribute a Simplification Code of Conduct that every member of your organization is encouraged to endorse.

HOW IT WORKS

SUGGESTED AUDIENCE: • Relevant for senior leaders and/or simplification team

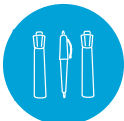
RECOMMENDED TIMING:	Step 1. Answer Code of Conduct questions:	15 mins.
	Step 2. Draft Simplification Code of Conduct:	30 mins.
	Step 3. Finalize + share with organization:	15 mins.
		60 mins.

Variation: Exercise can be conducted individually or as a group.

SUGGESTED MATERIALS:



Worksheets
(enough for each participant + a few extra)



Colored whiteboard markers and pens (separating ideas by color will help organize your thoughts)



Whiteboard or flipcharts



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STEP 1: ANSWER CODE OF CONDUCT QUESTIONS

Answer the questions below with statements that are short and specific, focusing on the behaviors and habits you want to transform. If conducting this exercise as a group, answer these questions collectively.

1. Which simplification behaviors should people in our organization employ on a daily basis?

2. Which behaviors add unnecessary work and should be avoided from this day forward?

3. What prevents people in our organization from simplifying? What change can we make to remove these obstacles?

4. Starting today, which specific tasks should people in our organization do less of?



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STEP 2: DRAFT SIMPLIFICATION CODE OF CONDUCT

Use the example on the next page and your answers above to draft your organization's Simplification Code of Conduct below. Pro tip: Avoid 2-part statements like "If X, then Y" or "I will do X unless Y."

I commit to simplifying everything I do. This means I will:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STEP 3: FINALIZE + SHARE WITH ORGANIZATION

Once you've finalized your Simplification Code of Conduct, share it with the organization along with a short, personal message about why simplification is essential to the company's overall health and happiness. Urge recipients to sign, date, and display the Code as a unifying reminder of everyone's long-term approach to daily work.

(Sample)

Simplification Code of Conduct

I commit to simplifying everything I do.

This means I will:

1. Eliminate redundancies and unnecessary work – and empower my team to do the same.
2. Not create false urgency.
3. Push back if I think something is unnecessary.
4. Use clear, jargon-free language when I communicate.
5. Keep my emails, documents, meetings, and conversations short.
6. Be decisive and limit the amount of information I need to make a decision.
7. Empower others to make decisions without me.
8. Make information available to others (unless illegal).
9. Say NO whenever possible.

Signature

Date