FRAME CHECKLIST

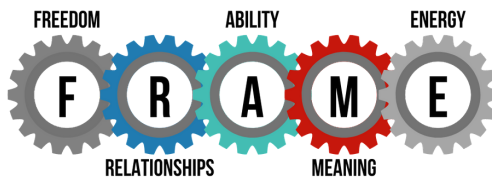FREEDOM   ABILITY   ENERGY

F R A M E

RELATIONSHIPS   MEANING

FREEDOM

- [ ] Allow employees to create individual goals when possible.
- [ ] Allow teams to create their goals whenever possible.
- [ ] Encourage employees to create professional development goals and action plans.
- [ ] Build a flexible work environment.
- [ ] Focus on goal achievement, not how many hours are worked.
- [ ] Give employees control over how they reach goals.
- [ ] Refuse to micromanage.
- [ ] Use language that connotes freedom and autonomy.
- [ ] Eliminate unnecessary policies and rules.
- [ ] Allow virtual or mobile work when possible.
- [ ] Facilitate the expression of differing perspectives and ideas within the group.
- [ ] Promote and support employees' work-life balance.

RELATIONSHIPS

- [ ] Get to know every employee on a personal level.
- [ ] Encourage all team members to connect with each other on a deeper level than work (e.g., know about each other's hobbies, interests, passions, families, etc.)
- [ ] Help employees to understand the strengths of their teammates.
- [ ] Facilitate team-building activities to help team members learn how to collaborate.
- [ ] Facilitate team discussions about team goals, processes, standards, expectations, and accountability.
- [ ] Recognize the work of each team member publicly so everyone is aware of the contributions of other team members.
- [ ] Hold "off-site" meetings for employees to plan together, share ideas, and build camaraderie.
- [ ] Have one-on-one conversations with each employee at least twice a month.
- [ ] Discover the desires and values of each employee.
- [ ] Commend team members when they support and help each other.
- [ ] Celebrate both individual and team accomplishments.
- [ ] Model mature friendship and apply healthy conflict-resolution strategies.

ABILITY

- [ ] Provide the best onboarding and training experience possible.
- [ ] Provide employees with the resources they need to do their job effectively.
- [ ] Define the results and outcomes employees are responsible for delivering.
- [ ] Communicate performance expectations clearly.
- [ ] Give employees timely feedback for work performed, covering both process and results.
- [ ] Acknowledge and celebrate each employee's achievements.
- [ ] Look for areas to coach employees and give constructive feedback respectfully.
- [ ] Help employees challenge themselves and stretch their goals.
- [ ] Model and reinforce positive communication (words, tone, facial expressions, and body language) during meetings and conversations with employees.

MEANING

- [ ] Help employees to understand their intrinsic values, desires, and what is meaningful to them.
- [ ] Encourage employees to create a personal mission.
- [ ] Help employees develop a team mission that aligns with the company's mission.
- [ ] Help employees to bridge the connection between the team's mission and their personal ones.
- [ ] Communicate the impact the team and each individual makes on the company and the world.
- [ ] Recognize each employee's unique contribution to the team and to furthering the organization's goals.
- [ ] Communicate the team's mission and vision often and with meaningful stories.

ENERGY

- [ ] Develop your positive energy and model it to others smile.
- [ ] Don't accept toxic behaviors from people with negative energy.
- [ ] Teach people how mood and energy impact others.
- [ ] Encourage a healthy lifestyle, which may include balanced nutrition, regular exercise, and personal development.
- [ ] Provide healthy snacks and lunches during meetings and special events.
- [ ] Schedule frequent breaks during meetings.
- [ ] Encourage healthy work-life integration.
- [ ] Celebrate and recognize individual and team achievements.
- [ ] Commend employees who display positive energy.