

Daily Progress Checklist

| Progress | Setbacks |
|--|---|
| Briefly describe 1 or 2 events today that indicated either a small win or a possible breakthrough. | Briefly describe 1 or 2 events today that indicated a small setback or a possible crisis. |
| Catalysts | Inhibitors |
| <ul style="list-style-type: none"> • Did the team have clear short- and long-term <u>goals</u> for meaningful work? • Did team members have sufficient <u>autonomy</u> to solve problems and take ownership of the project? • Did they have all the <u>resources</u> they needed to move forward efficiently? • Did they have sufficient <u>time</u> to focus on meaningful work? • Did I give or get them <u>help</u> when they needed or requested it? Did I encourage team members to help one another? • Did I discuss <u>lessons</u> from today's successes and problems with my team? • Did I help <u>ideas flow</u> freely within the group? | <ul style="list-style-type: none"> • Was there any confusion regarding long- or short-term <u>goals</u> for meaningful work? • Were team members overly <u>constrained</u> in their ability to solve problems and feel ownership of the project? • Did they lack any of the <u>resources</u> they needed to move forward effectively? • Did they lack sufficient <u>time</u> to focus on meaningful work? • Did I or others fail to provide needed or requested <u>help</u>? • Did I "punish" failure, or neglect to find <u>lessons</u> and/or opportunities in problems and successes? • Did I or others cut off the presentation or debate of <u>ideas</u> prematurely? |
| Nourishers | Toxins |
| <ul style="list-style-type: none"> • Did I show respect to team members by recognizing their contributions to progress, attending to their ideas and treating them as trusted professionals? • Did I encourage team members who faced difficult challenges? • Did I support team members who had a personal or professional problem? • Is there a sense of personal and professional affiliation and camaraderie within the team? | <ul style="list-style-type: none"> • Did I disrespect any team members by failing to recognize their contributions to progress, not attending to their ideas, or not treating them as trusted professionals? • Did I discourage a member of the team in any way? • Did I neglect a team member who had a personal or professional problem? • Is there tension or antagonism among members of the team or between team members and me? |
| Inner work life | |
| <p>Did I see any indications of the quality of my subordinates' inner work lives today?</p> <ul style="list-style-type: none"> • Perceptions of the work, team, management, firm • Emotions • Motivation | |
| <p>What specific events might have affected inner work life today?</p> | |
| Action Plan | |
| <p>What can I do tomorrow to strengthen the catalysts and nourishers identified and provide ones that are lacking?</p> | <p>What can I do tomorrow to start eliminating the inhibitors and toxins identified?</p> |

From *The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work*, by Teresa Amabile and Steven Kramer, Harvard Business Review Press, 2011, pp. 170-171.