

// Accelerating from Slow to Flow by eliminating Coordination Tax.

1. THE MANAGER'S STRATEGY: SYSTEM PREPARATION

Before the meeting, get clear on the system you are bringing them into.

- **The Core Outcome:** What is the single most important needle they must move in 90 days?
- **Deep Work Safeguards:** Which calendar blocks are non-negotiable for their flow?
- **The Dependency Map:** Who are the 3 people they must align with to avoid bottlenecks?
- **Flow Metric:** How will we measure progress (e.g., Cycle Time, Lead Time, or Quality)?

2. SETTING THE TONE: THE "SLOW TO FLOW" OPENING

THE OPENING SCRIPT

"I'm excited to have you here. My goal is to ensure you have the clarity and space to do your best work. I want to minimize the 'coordination tax'—the unnecessary meetings and friction that slow us down—so we can focus on progress. Today, we're co-creating how we work to protect your capacity."

3. THE 5-P FRAMEWORK FOR FLOW

AREA	PURPOSE	EXAMPLE PROMPTS
Priorities	Eliminate Busy Work	"What is the one thing I need you to nail in your first 4 weeks? Everything else is secondary."
People	Manage Dependencies	"Who are the key people you need to build a relationship with to avoid being blocked later?"
Processes	Reduce Admin Tax	"How do we handle updates and decisions so we don't need a meeting for every small change?"
Preferences	Protect Flow State	"When is your most productive time? How can I protect that block from interruptions?"
Progress	Measure Outcomes	"What does 'winning' look like in your first 90 days from my perspective? What about yours?"

4. AGREEMENT: CO-CREATING OUR "FLOW NORMS"

- **Communication Preferences:** _____
- **The Feedback Loop (Rhythm):** _____
- **Meeting Hygiene (Optional vs Mandatory):** _____
- **Next 4-Week Focus:** _____

5. THE 30-60-90 FLOW ROADMAP

- **30 Days (Observe & Align):** Build relationships, identify system bottlenecks, and clarify priorities.
- **60 Days (Contribute & Stabilize):** Deliver small wins and take ownership of critical processes.
- **90 Days (Optimize & Flow):** Suggest improvements to the system and drive high-impact results.