



# Learn to unlearn 101

## Unlearn

Instead of:

Scheduling meetings throughout the day for things like status updates, feedback, proposals, and questions ...

Trying to remember what was said or decided in a meeting ...

Using tools from your previous job because you're comfortable with them ...

Using @here and @channel to communicate in Slack (or a similar platform) ...

Asking questions or getting clarity in a private, 1:1 exchange ...

Keeping information to yourself because either you're unsure whether anyone else needs to know or you prefer having the inside track ...

Working on a plan or project for months before you feel it's ready to share ...

Withholding helpful feedback or corrections because you don't want to seem rude ...

Making changes by yourself in the interest of time or ease ...

Allowing busywork to run your day and drain your energy ...

Struggling to find what you actually need, because of information overload or disorganized files ...

Feeling guilty about running a personal errand during business hours or enjoying time with your family ...

## Learn

Try this:

### Work async by default.

Reclaim valuable time and only schedule meetings about the 3d's: important decisions, debate, and discussion.

### Keep a record.

Designate a notetaker to circulate a recap after meetings so that everyone stays on the same page.

### Use the right tools.

Check with your team members to ensure that you're using the same, current collaboration platforms.

### Notify team members directly.

Tag people by name so that those who need to know receive an alert, without distracting the larger team.

### Ask out loud.

Other people working on your project may benefit from the same information, so ask your questions publicly in shared channels.

### Share what you know.

Openly share valuable information and updates so that your team members remain aligned and unblocked.

### Work in the open.

Make drafts accessible to your team members, gather perspectives as you go, and iterate meaningfully.

### Speak up.

Clarity is kind. Chime in when something said is inaccurate, even if it means correcting someone who's senior to you in the organization.

### Track changes.

Before you implement changes, make sure your team members or manager are aware and have had an opportunity to offer their input.

### Prioritize your to-dos.

Identify what matters and make room in your schedule for it. Decline and delegate whatever you can.

### Keep it simple.

Cut your docs in half, simplify the jargon, and keep your team's files in one place. Make it easy to find and communicate the most important information.

### Prioritize your wellness.

As long as work is getting done and your team members know how and when to reach you, there's no need to stay glued to your desk all day.