



Quick self-check (10 yes/no items)

- Decisions wait on me >24 hours.
- I drop late edits that trigger rework.
- No protected decision blocks when I have energy.
- The definition of done isn't written for this deliverable, so people keep circling.
- Approvals live in side channels (private chats or tiny group threads), not one visible place.
- We start before dependencies/dates are known.
- We default to consensus; no single decision owner is named at start.
- I review without stating the outcome I want first.
- I accept meetings in my decision blocks.
- I edit wording when the intent is already correct.

Score & interpret

- 0–2: probably not the constraint.
- 3–5: some friction—run one leader move for a week.
- 6+: you're the constraint—use the 15-minute plan today.
- Coordinate transportation, parking, or accommodation if necessary.

Leader moves that unblock speed

- Daily approval window + default-to-ship after 24h for low-risk items.
- Protect decision time (two no-meeting blocks in your high-energy windows).
- State the outcome + non-negotiables up front; skip micro-edits that don't change the outcome.
- One owner, clear escalation triggers.
- One visible place for approvals (never side channels).

15-minute unblocking plan

- Pick one project waiting on you.
- Post outcome + name the decision owner in writing.
- Add a 10-minute approval window for the next 5 workdays.
- Move the next review into a protected decision block.
- Set a default-to-ship rule for low-risk items after 24 hours.

Paste-ready snippets for your team

- Definition of done: Publish partner announcement by Fri 3 pm to blog + email list.
- Non-negotiables: Accurate, on brand, legal reviewed.
- Success criteria: Live post + email sent; all links verified.
- Decision owner: Jordan.
- Approval window note: Tag me before 1:00 pm; I clear approvals 1:20–1:30 pm daily.
- Default-to-ship: No reply in 24h and low risk → proceed.

Track what matters this week

- Minutes saved • Rework avoided • Decisions moved • Notes