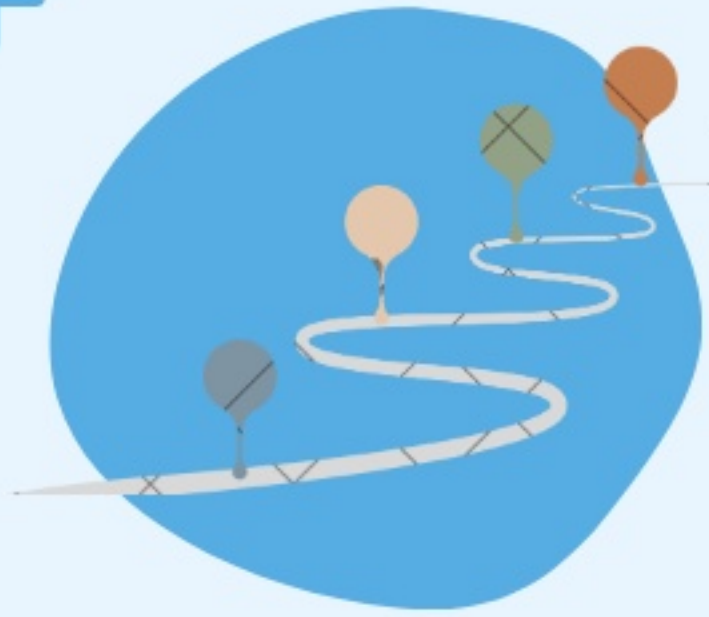# THE FIRST TWO QUESTIONS TO ASK WHEN YOUR TEAM IS STRUGGLING

How do I create Clarity?

Take stock of all ongoing projects, defining purpose and timelines, Clearly outline the scope of milestones in every project.

Prioritize team goals and ensure alignment with overall objectives, Set predictable timeframes and highlight parallel tasks.

Improve visibility of project status and encourage team collaboration, Foster open communication channels to ensure alignment and reduce misunderstandings.

How do I create Capacity?
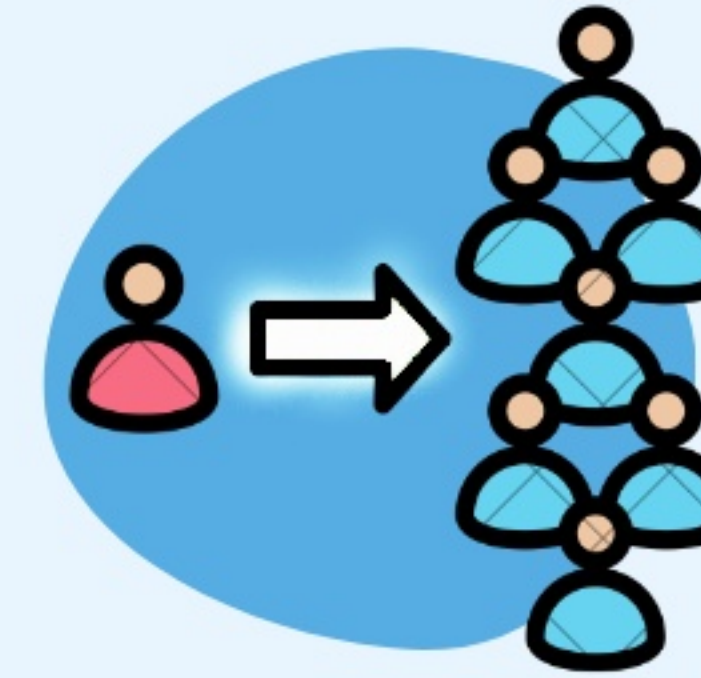
Identify bottlenecks in processes and redistribute workload efficiently. Streamline tasks by reducing unnecessary individual efforts.

Shift from reactive task completion to strategic long-term planning, Align team members with work that matches their skills and interests.
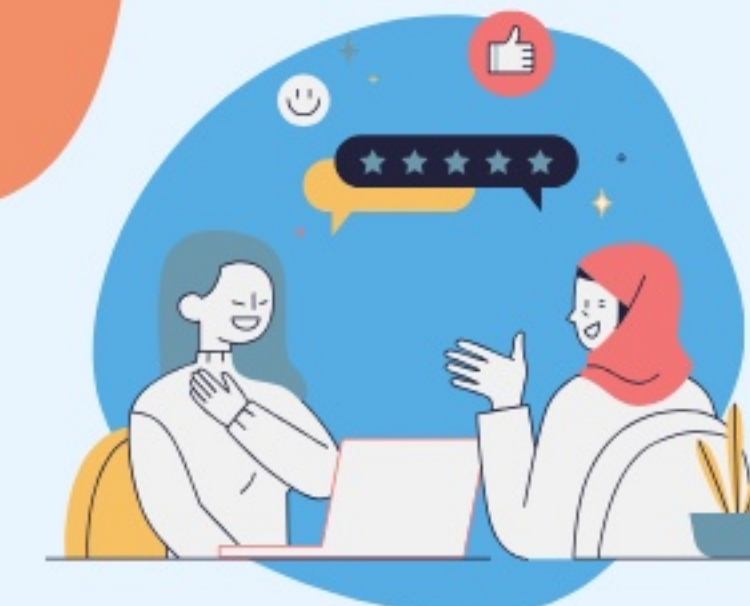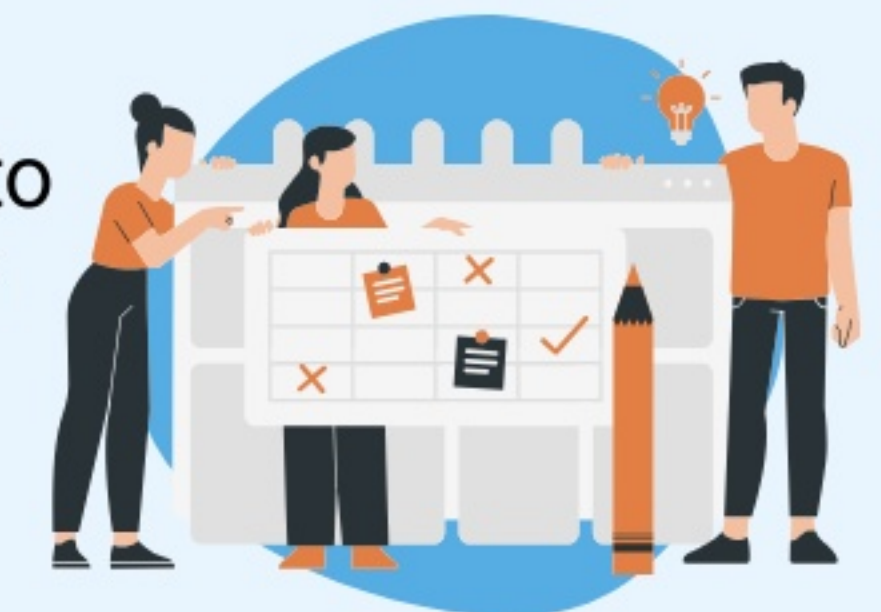
Provide feedback to struggling team members and take necessary actions, Strengthen leadership capabilities to enhance team autonomy.

Clarity + Capacity = High-Performing Teams!