

**Outside of tactical meetings,** people perform their roles' accountabilities and work on projects by prioritizing and taking actions. Anything that happens in a tactical meeting can be done outside of a tactical meeting.



### Outside of tactical meetings

Each person must keep list of projects & the next actions and review it regularly.

When working, you must consider all of your projects and prioritize accordingly, choosing the next action on the project that you think will best serve the organization.

When asked to take a project, if it fits your roles, you must accept it, regardless of workload.

When asked about a project on your list, you must be able to provide:

- The relative priority of the project
- The next action of the project.
- A projection of when it might be done

You can take any action in service of your roles as long as it doesn't violate an existing rule.