



BEE
strategies

WORKSHOP COMPANION

TOOLS, TIPS, & TRICKS TO TAKE ACTION

BUILD | ENGAGE | EXECUTE

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BUILD | WORKSHOP COMPANION

BEE CLEAR: The Radical Minimum Standard

This is the companion worksheet for workshop participants.

The 100% Question

What does giving 100% look like to you?

Be specific: pace, intensity, work product, behavior, communication, team interaction, responsiveness, and more.

To me, 100% looks like:

100% PAIR UP Reflection

Review your answers. What do they have in common? Where do they differ?

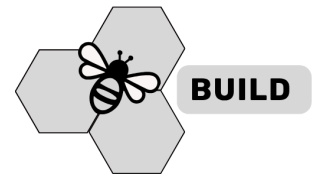
Identify one important difference between your definitions.

100% MERGED PAIRS

Review your answers. What do they have in common? Where do they differ?

What patterns or themes emerged across your four different definitions?

START HERE: THE CHALLENGE YOU BROUGHT



You BEElong | BEE Yourself | BEE Curious

Use this section to define the elements of your accountability issue

Choose one real situation you want to work on today. Start with what's happening, who it affects, and why it matters.

Brief Issue Title: *(ex. social media presence)*

What's going wrong?

What is it costing? *(time, money, missed opportunities, extra work landing on someone else)*

Who else is living with or impacted by this issue?

(clients or participants, the coworker who has been covering for others, the board member who is too involved)

What have I already tried?



THE BUZZ: NAMING FLOORS, NOT RAISING BARS

BUILD the Floor

The floor is the minimum, not the maximum.

Brené Brown says it in six words: **Clear is kind. Unclear is unkind.**

A Radical Minimum Standard is the clearest, smallest, non-negotiable, observable commitment required for a role, team, or project to work reliably, respectfully, and effectively.

WHAT MUST HAPPEN? *What absolutely has to be true for this to work?*

WHAT MUST NEVER HAPPEN? *What would break trust, create unacceptable risk, or make the work fail?*

CUT THE BUZZ

Circle anything above that could mean different things to different people.

responsive • present • regularly • ASAP • more • high-quality • touch base • circle back

Redefine what you circled into observable actions:

Example: 'responsive' becomes 'within 3 business days' or 'high-quality' becomes 'according to our brand standards'

DRAFT THE ELEMENTS OF YOUR FLOOR

When...	<i>When does this apply? Example: any week the office is open.</i>
...the	<i>Who? The role, not the person's name. Example: the Program Coordinator.</i>
...will	<i>Do what? Something you could watch happen. Example: publish at least two posts and reply to every comment and DM.</i>
...by	<i>By when, or how often? Example: Tuesday and Thursday; replies within one business day.</i>

Now write those four lines as one sentence – this is your floor:

This is not a goal. It is a repeatable rule for consistent and reliable execution.

That is your standard, written down in one place for the first time. The hard part is done. Congrats!

PARTNER PAIR UP

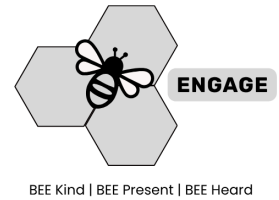
Read your standard out loud and check it against both:

- ☐ **THE PICTURE TEST** — Could two different people read this and picture the same behavior? If not, go back!
- ☐ **THE FAIRNESS TEST** — Would you say and do the exact same thing no matter who is sitting across from you? If the answer changes depending on who is in the role, you do not have a standard yet. You have a favorite.

Jot any needed edits here:

FINAL FINAL FLOOR:

ENGAGE THE TEAM: SET THE STANDARD



Setting a standard without feedback from your team is a waste of time and sets everyone up to fail. DON'T SKIP THIS STEP!

Before you meet with the team – prep for the meeting with these notes:

WHAT CAN'T CHANGE AND WHY?

WHAT CAN THE TEAM HELP SHAPE? WHERE DO YOU WANT INPUT AND FEEDBACK?

Meet with the team. Share the draft floor and explain what can't change and where you want input.

Then ask these questions and take notes. JUST LISTEN, don't interrupt!

1. What is clear here? What could be read two different ways?
2. What would make this hard to do?
3. What do you need from me to make this possible?

Write down what is agreed upon before the meeting ends

Do it while everyone is still sitting there. If it waits until later, it turns into your version of the conversation instead of theirs.

THEY COMMIT TO	I COMMIT TO

Agree now on what happens when it is missed

Getting input and buy-in on consequences up front saves a frustrating conversation down the road.

First miss	<i>EX: A quick, specific mention within a day or so. "I noticed X. What happened there?"</i>
It happens again	<i>EX: A real conversation about the pattern and what it is costing.</i>
Still unresolved	<i>EX: A clear boundary: what has to change, and by when. Written down.</i>

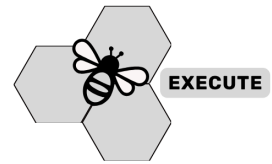


THE BUZZ: BEFORE YOU PUT THIS INTO PRACTICE

The next sections offer a **short check-in routine** and a **way to respond when a standard is missed**. These are tools for everyday clarity and conversation—not substitutes for your organization's HR policies or required procedures. Serious concerns, such as harassment, discrimination, threats, or safety issues, may require immediate action under those policies.

The routine also **does not replace annual performance reviews**. Check-ins help people understand expectations, address obstacles, and make adjustments as work happens. Annual reviews assess performance across the full role and review period using your organization's evaluation system.

EXECUTE THE PLAN: MAKE IT STICK



BEE Brave | BEE Bold | BEE the Change

Put the minimum standard where everyone can see it. Make accountability short, predictable, and routine. It only takes 5 minutes a week with this tool.

SET IT UP (DO ONCE)

The standard we are checking:

Who is in the check-in meeting:

When — put it on the calendar:

Where will we keep the notes:

THE FIVE-MINUTE CHECK-IN & EASY RATING SYSTEM

Agree on what the colors mean before anyone uses them.

The color describes the standard — not the person, and not how hard anyone tried.

GREEN	YELLOW	RED
It happened, every time it was supposed to.	It sort of happened. Partly, or late, or only because someone covered for someone else.. Also use yellow when nothing has slipped yet but you can see an obstacle coming.	It did not happen.

SIX QUESTIONS FIVE MINUTES

1 What did we agree would be true by now?	2 Green, yellow, or red?
3 What is getting in the way?	4 What is your next step?
5 What do you need from me?	6 When will we check again?



THE BUZZ: PEOPLE SHOULD NOT BE SURPRISED AT THEIR ANNUAL REVIEW!

WHEN IT GETS MISSED

Don't ask: Who is at fault? **Ask:** Where did the process break down?

- ☐ THEM — Have they been shown how, or just told?
- ☐ OTHER PEOPLE — Is someone supposed to hand them something first?
- ☐ THE SETUP — Do they have the time, tools, and authority?

What did I learn?

THE ESCALATION LADDER

Don't do nothing five times and then jump to the last step.

1 MENTION IT Within a day.	2 ASK WHAT'S GOING ON When it happens again.	3 NAME WHAT IT COSTS If it keeps happening.	4 SET A DEADLINE If it's still not fixed.	5 FOLLOW THROUGH If the deadline passes.
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EVALUATE THE FLOOR EVERY 30–60 DAYS

- ☐ What did not go well—was it the person, process, or standard itself?
- ☐ Is this still the right floor, or has the work moved?
- ☐ What needs to change—and who needs to be part of changing it?
- ☐ What went well that is worth increasing or enhancing?

WHEN IT GOES ALL ACCORDING TO PLAN - ANALYZE THAT TOO!

- ☐ What went right since last time?
- ☐ Why did it work?
- ☐ What will we do on purpose next time?
- ☐ Who am I telling, and when?

Small wins count, and specific beats warm.

Wait for something impressive and most people never hear anything at all. And "thanks for everything you do" is not recognition. "You flagged the release problem on Monday instead of Friday" is – and identifies the action worth repeating.

WANT THE WHOLE HIVE? Go here: <https://www.beestrategiesconsulting.com/beeeclear> Password: BEEclear

Keep the learning going with your complimentary BEE CLEAR Full Workbook: expanded worksheets, a fully worked example, the complete conversation guide, accountability tools, additional tips, and more.