TEN-MINUTE TEAM DISCUSSION

Sharing the Load

Use it when: A few people are carrying most of the extra work.

The situation: The same few people stay late, fix mistakes and pick up the slack. They're getting tired, and others may not realize how uneven it has become.

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Work: "I want to check how work is spread across the team. I suspect some of us are carrying more than others, and that's on me to fix."

Team or club: "Some of us are doing a lot of the extra work. Let's make sure everyone has a real part in this team's success."

Run it

1. **2 min** List all the extra jobs the team needs done (setup, notes, follow-ups, equipment).
2. **5 min** Ask: "Who usually does each one?" Make the pattern visible without blaming anyone.
3. **3 min** Rotate or reassign two or three jobs for the next two weeks, then check whether it felt fairer.

We agreed

Check-in owner: _____ **Date:** _____