

# **LOMOS = TRANSFORM YOUR INTERNAL MEETINGS**

*A totally new way to meet together. Faster meetings, clear purpose, powerful outcomes, ownership and commitment going forward.*

# **IN A NUTSHELL, LOMO GIVES YOU A FRAMEWORK TO HELP YOU...**

**SELF ORGANISE - FASTER AND GREATER OWNERSHIP**

**REDUCE THE TOTAL TIME SPENT IN MEETINGS BY 75%**

**ENERGY UP - CLEARER, MORE PRODUCTIVE MEETINGS**

**DECIDE WITH 'DATA POWER' NOT 'LOUDEST VOICE POWER'**

**DE-STRESS - EVERY ISSUE HAS A PLACE TO BE AIRED**

# THE MEETING CANVASES

## PURPOSE

### EXPLORE IT

Generate new ideas and options for solving a problem

### DECIDE IT

Evaluate which options to choose by making everyone's views tangible and visible

### START IT

Quickstart new work so that the team is totally clear and ready to self-organise the work

### CHECK IN

Update team mates quickly and unblock anything that's stuck, gain clarity and ownership

### SHOW IT

Make progress and blockers visible to others for empathy, learning and problem solving

### STEER IT

Reprioritise/change direction of the work as 'the doing' provides new insight/data

### UNBLOCK IT

Cover multiple small problems or discussions by self-building agenda in first 10% of time

### IMPROVE IT

Learn and build on what worked. Learn and change what didn't work. Continuously improve.

### HELP ME

Ask for and get the support you need quickly.

### UNDERSTAND IT

Deeply understand a problem or persona at source.

# EXPLORE IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...we are trying to solve a problem by opening up ideas – far more than we need – with no expectation about the quality. Each is valued for offering a fresh perspective. We are personally responsible for managing our energy and not judging any idea.*

**PROBLEM DEFINITION** ▶

“

”

**PROBLEM  
EMPATHY  
EXERCISE** ▶

**IDEATION PART I** ▶

**CLARIFI-  
CATION  
PART I** ▶

**BREAK**

**CREATIVE  
STIMULUS** ▶

**IDEATION PART II** ▶

**CLARIFI-  
CATION  
PART II** ■

**WHEN IT'S DONE IT'S DONE**

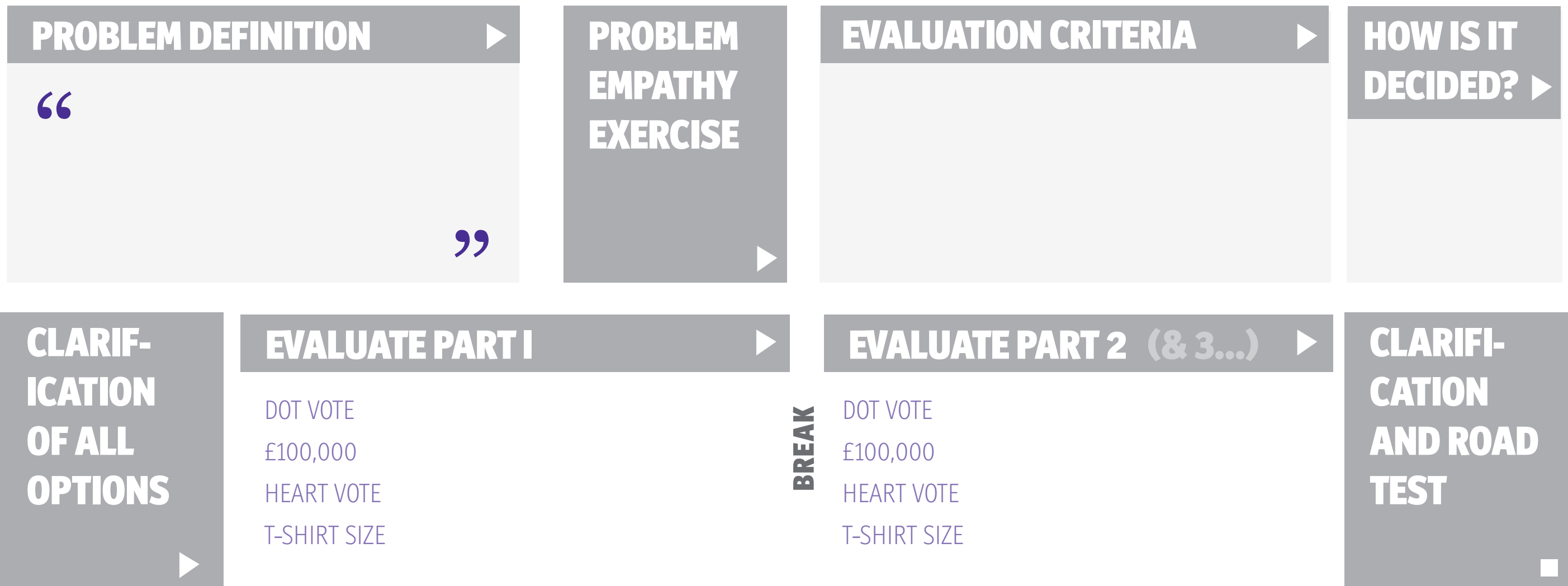
# DECIDE IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...We are assuming all options were created with a positive intent and are inherently valuable for their role in creating new perspectives. We are now neutrally sifting for most valuable idea based on our agreed context for today.*



**WHEN IT'S DONE IT'S DONE**

# START IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...we create a shared mental model for the work to be done. We will each question all assumptions until we are completely clear and ready to start and self-organise.*

VISION	ELEVATOR PITCH	PERSONAS	SHAPE AND SIZE																								
<p>THE PICTURE OF SUCCESS IS:</p> <p>AND WE'LL KNOW WE'VE BEEN SUCCESSFUL WHEN:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<p>FOR &lt;THIS PERSONA&gt;</p> <p>THIS &lt;THE NAME OF THE WORK&gt; IS A &lt;TYPE OF SOLUTION&gt;</p> <p>WHICH PROVIDES &lt;DEFINITION OF VALUE&gt;</p> <p>AND UNLIKE &lt;PRIMARY ALTERNATIVE&gt;</p> <p>DOES &lt;SOMETHING SPECIAL&gt;.</p>	<p><b>USERS</b></p> <table border="1"> <tr> <td>NAME</td> <td>GOALS &amp; PROBLEMS</td> </tr> <tr> <td>PICTURE</td> <td></td> </tr> <tr> <td>PROFILE</td> <td>THEY SAY</td> </tr> </table> <p><b>THE MONEY</b></p> <table border="1"> <tr> <td>NAME</td> <td>GOALS &amp; PROBLEMS</td> </tr> <tr> <td>PICTURE</td> <td></td> </tr> <tr> <td>PROFILE</td> <td>THEY SAY</td> </tr> </table>	NAME	GOALS & PROBLEMS	PICTURE		PROFILE	THEY SAY	NAME	GOALS & PROBLEMS	PICTURE		PROFILE	THEY SAY	<p><b>WHAT'S GONNA GIVE?</b></p> <p>FLEX</p> <p>NO FLEX</p> <p>SCOPE</p> <p>BUDGET</p> <p>TIME</p> <p>QUALITY</p> <p><b>ROLES</b></p> <table border="1"> <tr> <td>           ROLE 1: #            - RESPONSIBILITY 1            - RESPONSIBILITY 2            - RESPONSIBILITY 3         </td> <td>           ROLE 2: #            - RESPONSIBILITY 1            - RESPONSIBILITY 2            - RESPONSIBILITY 3         </td> <td>           ROLE 3: #            - RESPONSIBILITY 1            - RESPONSIBILITY 2            - RESPONSIBILITY 3         </td> </tr> </table> <p><b>WORKING TOGETHER</b></p> <table border="1"> <tr> <td>CONVO</td> <td>HQ</td> <td>CYCLE LENGTH</td> </tr> <tr> <td>PRIORITIES</td> <td>MASTER ROLES</td> <td>CHECK INS</td> </tr> <tr> <td></td> <td></td> <td>SHOW IT / RETRO</td> </tr> </table>	ROLE 1: # - RESPONSIBILITY 1 - RESPONSIBILITY 2 - RESPONSIBILITY 3	ROLE 2: # - RESPONSIBILITY 1 - RESPONSIBILITY 2 - RESPONSIBILITY 3	ROLE 3: # - RESPONSIBILITY 1 - RESPONSIBILITY 2 - RESPONSIBILITY 3	CONVO	HQ	CYCLE LENGTH	PRIORITIES	MASTER ROLES	CHECK INS			SHOW IT / RETRO
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WHEN IT'S DONE IT'S DONE

# CHECK IN

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*We are here to share individual progress (or lack of) with our colleagues with total transparency and without judgment, during or after the LoMo, and to share honestly where we are blocked and the gaps we are each uniquely able to see.*

### SIGN IN ▶

Where you're at. How you are showing up today.

### NUMBERS ▶

If there is a number or stat associated with one of your roles, share what it is today e.g. number of missed appointments

### JUST DONE / NEXT UP ▶

What was the most valuable thing you did/learnt yesterday?

What is the single biggest priority for today?

### BLOCKERS ▶

Where are you blocked today? What is stopping you delivering what you think is the most valuable work?

### GAPS ▶

Are you sensing or seeing any gaps between today's reality and how good it could/should be that you think we should address?

### HEADS UP ■

Is there anything happening before the next Check In that it would help others to know e.g. visitors, leave, unusual events that day.

**WHEN IT'S DONE IT'S DONE**

# UNBLOCK IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...We trust each other to each bring the problems or updates most valuably shared as a group and to be crystal clear about the outcome we want and the type of help we need. We are listening to our colleagues, doing what they are asking of us and signposting more, if relevant.*

### CREATE CARDS ▶

PROBLEM / UPDATE 

WHERE I NEED TO GET TO: \_\_\_\_\_

I WANT YOU TO: \_\_\_\_\_

### FORM AN AGENDA ▶

25%

25%

25%

25%

### ACTIONS ▶

### LEFTOVER ▣

**WHEN IT'S DONE IT'S DONE**



# SHOW IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...as **Show-ers**, we are here to share progress (or lack of), make blockers visible and ask for the help we need. As **Show-ees**, we are here to learn, support by responding with data, ideas and offers of help, trusting the Show-ers to use as they think best.*

### SHOW-ERS

VISION ▼▶

PROGRESS ▼▶

LEARNING ▼▶

BLOCKERS ▼■

HELP NEEDED ▼■

### SHOW-EES

QUESTIONS

LIKE

DON'T LIKE

I CAN HELP...

WHEN IT'S DONE IT'S DONE

# IMPROVE IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...we believe that everyone made the best decisions based on the knowledge and resources they had at the time and that this session is to decide how to improve our work.*

### WHAT WORKED

### WHAT DIDN'T WORK

### PUZZLES

### LEARNINGS

### ACTIONS

I'LL TAKE THIS ACTION...

AS A TEAM, WE'LL...

WE THINK THE WIDER ORG COULD...

WHEN IT'S DONE IT'S DONE

# STEER IT

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...we will use all new data to correct our course and prioritise the most valuable next actions with fresh eyes. We're all responsible for letting go of what was and seeing what is.*

WHAT IS	STOP	START	DO MORE	ACTIONS
NEW DATA				TO DO
LEARNINGS (FROM RETRO)				TO COMMUNICATE
				TO LEARN

WHEN IT'S DONE IT'S DONE

# HELP ME

beta

**LoMo**  
LOW TECH MOMENTS

## COME WHAT MAY ...

*...I'm responsible for asking for help when I need it, clearly sharing the problem and co-creating the solution.*

*...as the person helping, I'm committed to truly understanding the problem, and not pre-judging but co-creating the solution.*

### BOOKING CARD

PROBLEM / UPDATE



WHERE I NEED TO GET TO: \_\_\_\_\_

I WANT YOU TO: \_\_\_\_\_

WITH MY  
**COACHING  
TRAINING  
CONSULTING**  
HAT ON



KNOW / DON'T KNOW	OPTIONS	RESOURCES	ACTIONS

WHEN IT'S DONE IT'S DONE

# ROLES

## HOW ROLES WORK

*Separate people from the work - a person energises a role*  
*Roles are mutually exclusive and collectively exhaustive*  
*People might energise more than one role*  
*Roles are living - they are used and evolving all the time*

### ROLE 1

#### RESPONSIBLE FOR

- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF

#### AND NOT

- ASDF
- ASDF
- ASDF

### ROLE 2

#### RESPONSIBLE FOR

- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF

#### AND NOT

- ASDF
- ASDF
- ASDF

### ROLE 3

#### RESPONSIBLE FOR

- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF
- ASDF

#### AND NOT

- ASDF
- ASDF
- ASDF

• NEW THING

