

Flexiana

Checklists

From the book: Work Rules!

Book by Laszlo Bock

Becoming a Founder

- Choose to think of yourself as a founder.
- Act like a founder.
- Start with a small team.

Building A Great Culture

- Think of your work as a calling, with a mission that matters.
- Give people slightly more trust, freedom, and authority than you are comfortable with giving them. If you're not nervous, you haven't given them enough.

All the New Hires

- Give limited resources, invest your HR dollars first in recruiting.
- Hire only the best by taking your time, hiring only people who are better than you in some meaningful way, and not letting managers make hiring decisions for their own teams.

Finding Exceptional Candidates

- Get the best referrals by being excruciatingly specific in describing what you're looking for.
- Make recruiting part of everyone's job.
- Don't be afraid to try crazy things to get the attention of the best people.

Selecting New Employees

- Set a high bar for quality.
 - Hire people who are better than you.
- Find your own candidates.
- Assess candidates objectively.
- Give candidates a reason to join.

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Mass Empowerment

- Eliminate status symbols.
- Make decisions based on data, not on managers' opinions.
- Find ways for people to shape their work and the company.

Performance Management

- Set goals correctly.
- Gather peer feedback.
- Use a calibration process to finalize ratings.
- Split rewards conversations from development conversations.

Managing Your Two Tails

- Help those in need.
- Put your best people under a microscope.
- Use surveys and checklists to find the truth and nudge people to improve.
- Set a personal example by sharing and acting on your own feedback.

Building A Learning Institution

- Engage in deliberate practice: Break lessons down into small, digestible pieces with clear feedback and do them again and again.
- Have your best people teach.
- Invest only in courses that you can prove to change people's behavior.

Paying Unfairly

- Swallow hard and pay unfairly. Have wide variations in pay that reflect the power-law distribution of performance
- Celebrate accomplishment, not compensation.
- Make it easy to spread the love.
- Reward thoughtful failure.

Efficiency, Community, And Innovation

- Make life easier for employees.
- Find ways to say yes.
- The bad stuff in life happens rarely... be there for your people when it does.

Nudging Toward Health, Wealth, and Happiness

- Recognize the difference between what is and what ought to be.
- Run lots of small experiments.
- Nudge, don't shove.

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Screwing Up

- Admit your mistake. Be transparent about it.
- Take counsel from all directions.
- Fix whatever broke.
- Find the moral in the mistake, and teach it.

The 8 Project Oxygen Attributes

- Be a good coach.
- Empower the team and do not micromanage.
- Express interest/concern for team members' success and personal well-being.
- Be very productive/results-oriented.
- Be a good communicator-listen and share information.
- Help the team with career development.
- Have a clear vision/strategy for the team.
- Have important technical skills that help advise the team.

About Flexiana

We help companies improve and build digital services - **We are The Service Builders.** We provide quality and professional full-cycle applications, web applications, mobile applications, and custom software. We specialize in solving real problems and using opportunities to increase customer satisfaction and gain new customer groups, from idea to long-term cooperation. Drive and dedication have ensured Flexiana has delivered true value to business since 2016. Our values are Craftsmanship, Transparency, Autonomy, Diversity, Remote Work, and Agility.

To deliver consistently, we have lots of things, for example, checklists like these. To deliver the best practices, we read, we process information, we discuss and share and teach. And to improve continuously, learning, teaching, processing, and building knowledge is an integral part of our operations.