

Write it Down and Hang It on the Wall

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Jack Ryan's Grandmother's Rule:
If you don't write it down, it didn't happen.

Here are my top ten rules:

1. **Write it Down and Hang It on the Wall**
2. Work on one issue at a time. Let the group choose and word the issue. **Write it Down and Hang It on the Wall**
3. Agree on how to work on that issue. Tap the group wisdom for how to work before offering your own process. **Write it Down and Hang It on the Wall**
4. When someone offers an idea, **Write it Down and Hang It on the Wall**. If they offer it repeatedly, point to where it is written down and hanging on the wall.
5. If someone attacks a person for a "dumb" idea, ask them where the idea is written down and hung on the wall. Move to it. Move the discussion to the idea, away from the person who offered it. If additions, qualifications, clarifications, or pros and cons are offered, **Write it Down and Hang It on the Wall**
6. When the group is discussing, voting on, or coming to consensus around a solution, **Write it Down and Hang It on the Wall**
7. When the group moves away from the agreed-to issue, go to where you wrote it down and hung it on the wall, call their attention to it, and give them the choice to change the issue, go back to the one they agreed to, show how this one affects the one they agreed to, or put a time limit on the digression. Whatever they decide, **Write it Down and Hang It on the Wall**
8. When the group moves away from the agreed-to process, go to where you wrote it down and hung it on the wall, call their attention to it, and give them the choice to change the process, go back to the one they agreed to, show how this one affects the one they agreed to, or put a time limit on the digression. Whatever they decide, **Write it Down and Hang It on the Wall**
9. When someone says, "We ought to _____," find out who will. **Write it Down and Hang It on the Wall**
10. Before breaking up, find out when the group will get back together. **Write it Down and Hang It on the Wall**