Run Like Clockwork

EXAMPLE GUARDRAILS

Approve by: Insert Name

Purpose

These guardrails serve as guidelines for all decision-making. Particularly useful when there isn't a working procedure to address a specific situation.

Our internal compass is:

Keep Your Word. Be a Team Player. Do the Right Thing.

YOU CAN DO THIS ✅

1. Dedicate 5% of your work week to learning + expanding your skillset.
2. Make a decision to pivot a project if you don't see results in x days.
3. Invest $X in projects pertaining to client happiness.

YOU CAN'T DO THIS ❌

1. Spend more than 10 minutes looking for an answer before reaching out to a colleague or support channel.
2. Implement one-off requests for customers below $X.
3. Go over your weekly hours by more than two without manager approval.

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