



DELIVERY FLOW CHECKLIST

A PULSE CHECK TO SPOT WHERE YOUR DELIVERY SYSTEMS SUPPORT FLOW AND WHERE FRICTION STILL HIDES.

Teams that flow well don't work harder, they work clearer.

This quick check helps you see where clarity, rhythm and sustainability are supporting your team and where friction is quietly draining energy. It's a mirror, not a scorecard.

1. Alignment & Focus → When purpose is visible, focus follows

- ☐ Everyone knows why we're doing the work we're doing.
- ☐ Each piece of work connects to a clear goal or outcome.
- ☐ Success criteria are visible and revisited regularly.
- ☐ Priorities are clear and agreed, not decided in meetings.

2. Roles & Communication → Clarity reduces rework & keeps collaboration kind

- ☐ Roles and responsibilities are clear to everyone.
- ☐ Team norms cover meetings, communication, and decision-making.
- ☐ People know who to ask and who decides.
- ☐ Meetings have a clear purpose and end with next steps.

3. Delivery Rhythm → Less parallel work, more finished work

- ☐ Work moves smoothly from "to do" to "done."
- ☐ We limit work in progress to protect focus.
- ☐ Tasks are small enough to finish within one sprint.
- ☐ Blockers are surfaced and resolved quickly.

Ready to work with more calm and clarity?

Sign up for **Design for Flow** to install the systems, rhythms, and habits that make delivery effortless. Learn more at www.design-for-flow.com





4. Learning & Adaptation → Flow grows through reflection, not pressure

- We use data (cycle time, velocity, blockers) to learn, not judge.
- Retrospectives happen regularly and lead to visible change.
- We review and adjust our process at least once a month.
- Improvements stick, they are not just new “to-do’s.”

5. Sustainable Pace → A healthy pace is the foundation of high performance

- The team can deliver continuously without burnout.
- We plan with realistic capacity not wishful thinking.
- Maintenance, bugs, and learning time are part of the plan.
- People leave work with energy left for life.

Your Flow Score

Count one point per checkmark.

Score	What it Means
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- | | |
|-------|--|
| 17–20 | Flowing Strong — your delivery system supports clarity, calm, and continuous learning. Keep refining. |
| 13–16 | Mostly Flowing — the fundamentals are in place; small tweaks in rhythm or communication can lift performance. |
| 8–12 | Friction Zone — you’re getting things done, but effort is high. Focus on clarity, pacing, and reflection. |
| 0–7 | Firefighting Mode — delivery relies on heroics, not systems. Time to redesign for sustainable flow. |

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