

LifePlaybooks™

Team Ways of Working

Read Me & Thank You

Welcome, and thank you for bringing structure to how your team works together. Everything you need is in this download. Here's what's inside, and where to start.

What's Inside

- **Team Ways of Working Playbook Process** - the complete walkthrough: gather input, build the Playbook, share it with your team.
- **Team Ways of Working Playbook Template** - the fillable six-pillar document your Playbook is built on.
- **Bonus: Recommended SharePoint Folder Structure** - a ready-made folder tree for your team site.
- **Bonus: M365 & Copilot Skill-Building Map** - where to send your team to grow their skills.
- **Bonus: Playbook Pulse Check** - a simple Copilot-assisted way to check in on how well the Playbook's actually being followed.

How to Use It

Start with the Process document, it walks you through Steps 1 to 3 in order. Use the Template as you build your Playbook in Step 2. The three bonus files are optional, use them as they become useful, not all at once.

Thank You

Most teams never get around to writing down how they actually want to work together, they just wing it project after project. You didn't. That's worth acknowledging. A short document, used consistently, tends to do more for a team than a long one nobody opens.

About the Author

Mondi Gale is the founder of Eight28 Inc. and LifePlaybooks™. She spent eighteen years designing people-first systems across five countries and multiple industries. Across every organization, she kept seeing the same problem: capable, committed people absorbing the cost of systems that were never built to support them. That belief, that the load belongs in the structure, not in people's heads and on their shoulders, is what this Playbook is built on.

Her own life taught her the same lesson from a different direction. Widowed at 31, she rebuilt a career and a life from almost nothing. She knows, first-hand, what it costs to carry too much, and what becomes possible when something finally has somewhere to land.

Life never goes according to plan. That's why we have playbooks.

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