

# The Small Things

Don't let the little issues get in the way of the big picture

Sometimes the small things such as who buys the milk and who puts the furniture back after an event can become big issues for teams. This is particularly the case for teams who work for different services and use the same building at different times of the day.

This tool helps by...

...offering a fun and friendly way for staff team members to prompt, provoke, ask questions and obtain feedback from each other.

Team communication

Internal facing

Planning resources

Help

Can't find the back door keys

Name CR Shade Urgency Date 10/02

KM knows where they are

Done

Response

Put them on your de

An Idea

Children & Elderly Craft

Co-designed by Professionals at Lancashire County Council

Leapfrog www.leapfrog.tools

Lancashire County Council

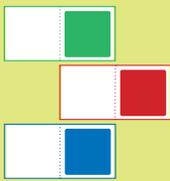
An Idea

Share the

A4 sheets or Stickers

Done

Name Urgency Date



# The Small Things

Suggestions for Use

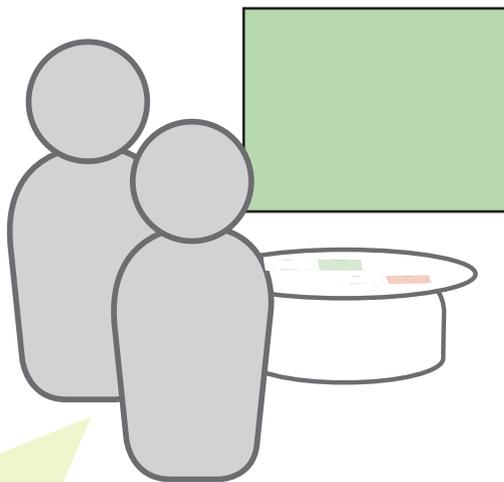
## Preparation

- Choose to print The Small Things template onto sticker sheets or A4 paper.
- We recommend sticker sheets G006 from [aalabels.com/a4-sheets/rectangle/t172/](http://aalabels.com/a4-sheets/rectangle/t172/)
- Cut the rectangles if you are using paper.



1

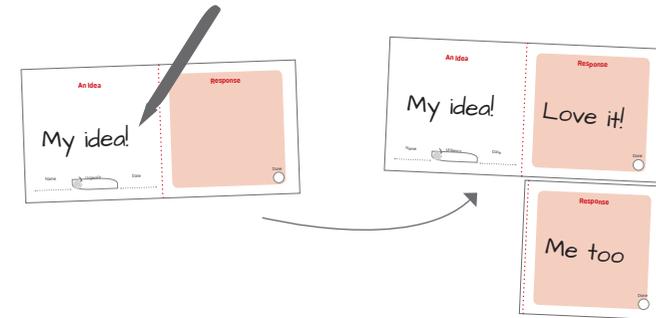
Place The Small Things rectangles somewhere in a staff area by the place where the team can share them.



Cut them in half to add multiple response and lay them out like dominoes.

2

Team members can write and share their questions, requests or ideas for others.



3

Colleagues can respond at different times of the day

