

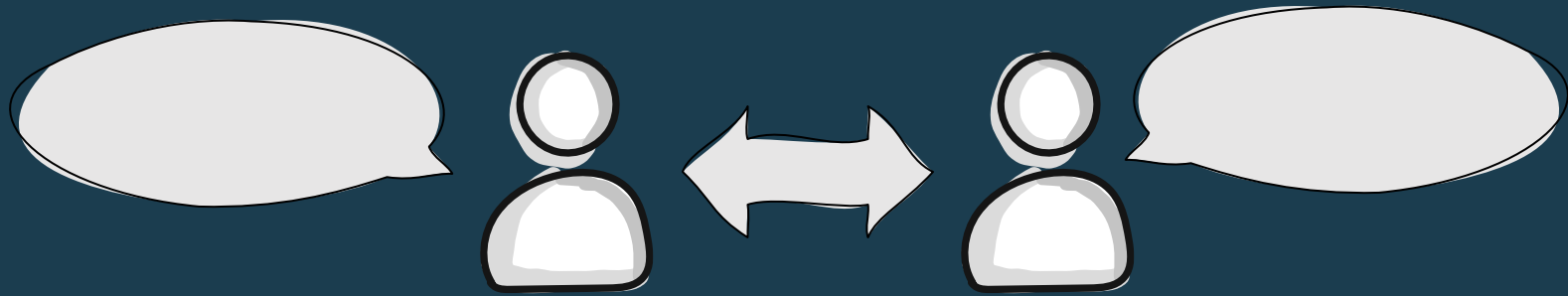


# Wer Hybrid sagt muss auch Asynchron sagen!

**Zeitunabhängige Arbeitsweisen als Produktivitäts- und Zufriedenheits-Booster im hybriden Team!**

Niels Anhalt, [growhuman.io](https://growhuman.io)

**Was war Dein schlimmstes Meeting in der letzten  
Zeit und warum war das so...**



COMPANIES

14 55

TREND



PERFORMANCE



ANALYSIS



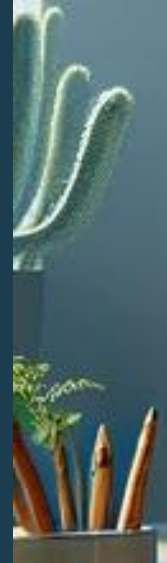
RESEARCH



INNOVATION



MARKET FOR GROWING BUSINESS STRATEGY	MARKET FOR GROWING BUSINESS STRATEGY	MARKET FOR GROWING BUSINESS STRATEGY	MARKET FOR GROWING BUSINESS STRATEGY	MARKET FOR GROWING BUSINESS STRATEGY
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# KI löst alle Probleme...

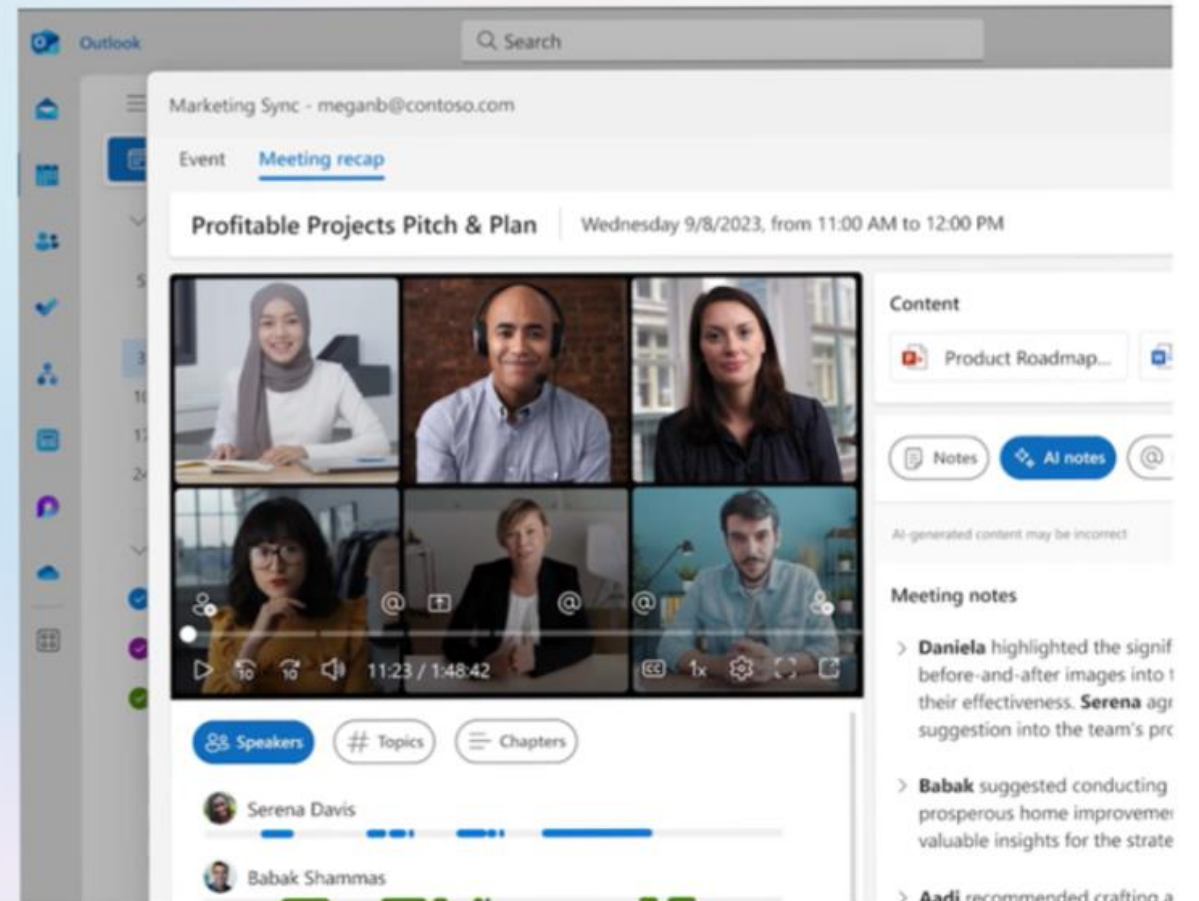
AI  
INSIDE

1 of 2

## Copilot in Outlook

### Follow a Meeting

“AI Copilot will attend the meeting for you”



The screenshot displays the Outlook interface for a meeting recap. The meeting title is "Profitable Projects Pitch & Plan" on Wednesday 9/8/2023, from 11:00 AM to 12:00 PM. The interface shows a grid of six video thumbnails from the meeting. Below the thumbnails are controls for "Speakers", "Topics", and "Chapters". The "AI notes" section is highlighted, showing AI-generated meeting notes. The notes include:

- > Daniela highlighted the significance of before-and-after images in their effectiveness. Serena agreed to incorporate her suggestion into the team's process.
- > Babak suggested conducting a prosperous home improvement project, highlighting valuable insights for the strategy.
- > Aadi recommended crafting a...

**Ein paar tausend Jahre in die  
Vergangenheit...**







# Asynchrone Kommunikation

Kommunikation, die nicht zeitgleich stattfindet













Manche scheinen in der oralen Kommunikation stehen geblieben zu sein...

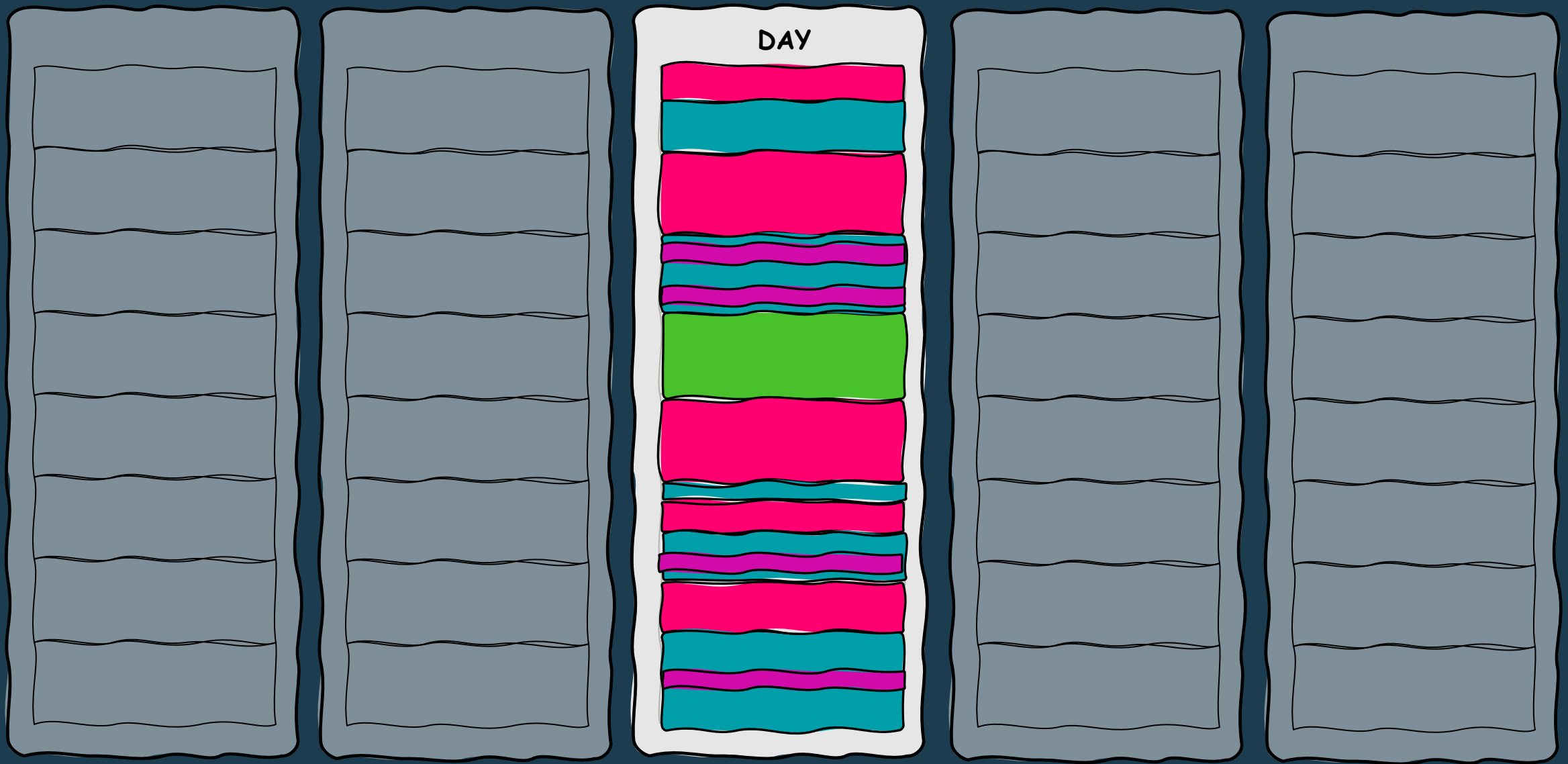






**Wessen Kalender sieht  
ungefähr so aus?**

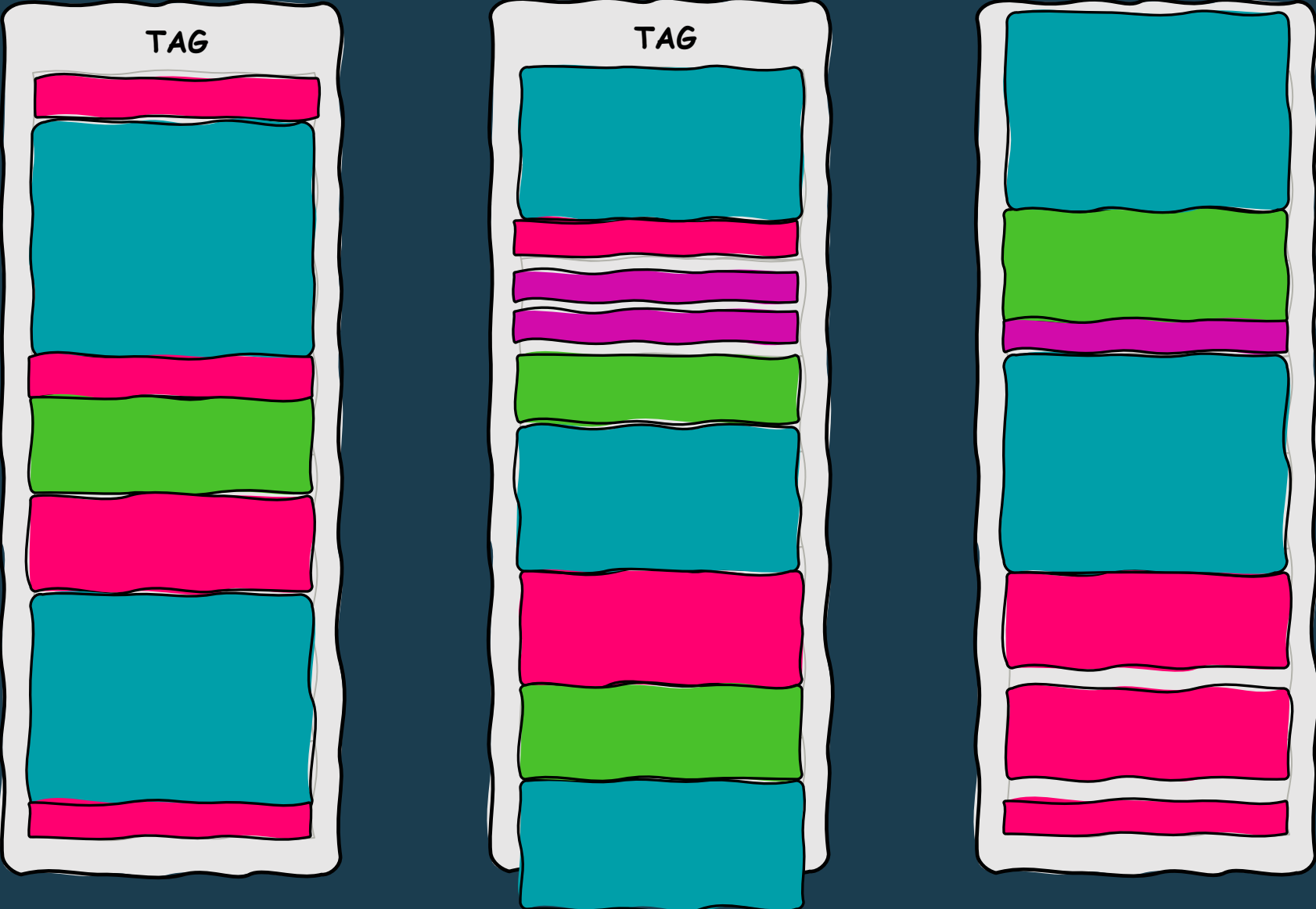
Normal: 50% meetings, spontane Gespräche, fragmentierte Tage...





**Wann hattest Du 3-Stunden am  
Stück Zeit für konzentrierte Arbeit?**

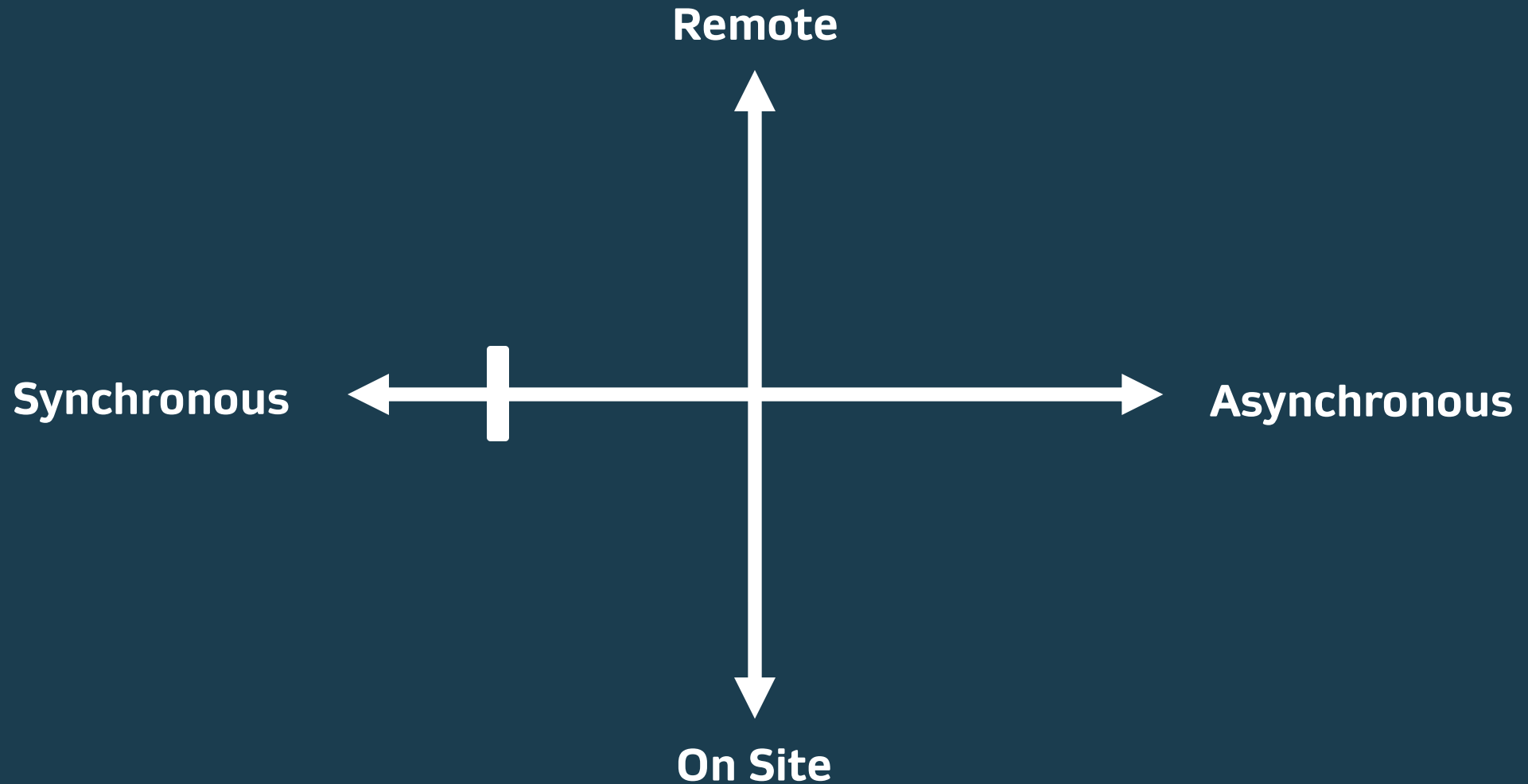
# Unterschiedliche Bedürfnisse >>> Mehr Zeit-Flexibilität

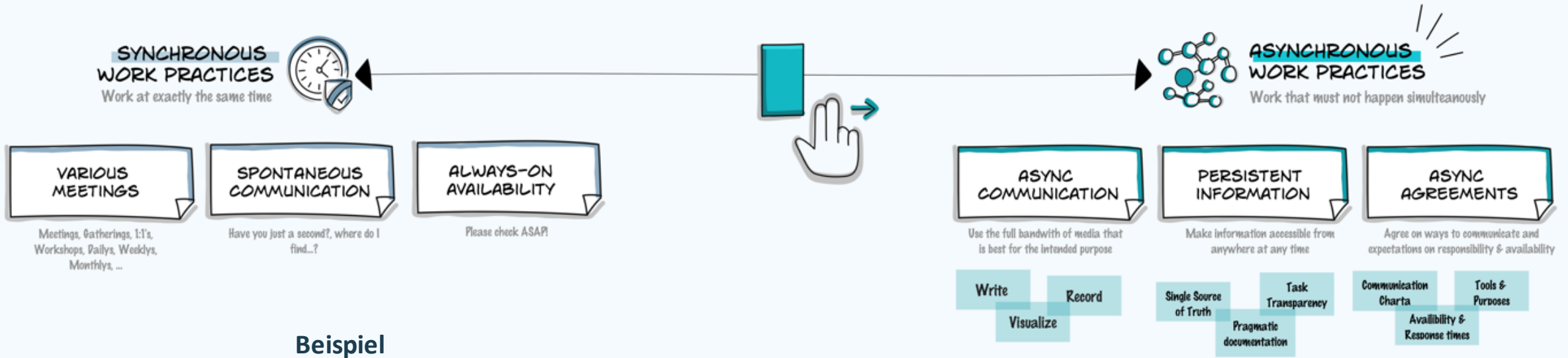




**Würdest Du Dir mehr zeitliche  
Flexibilität wünschen?**

**Wer Hybrid sagt, muss auch Asynchron sagen...**





# Regelmäßiges Team Meeting

bzw. "Jour Fixe"

# Mögliche Zwecke eines Jour Fixe

- Statusinformationen
- Aktuelle Infos aus Unternehmen, Bereich, Team
- Weitergabe von Wissen
- Diskussion und Entscheidung zu einem Thema
- Team-Bindung



# Mögliche Zwecke eines Jour Fixe

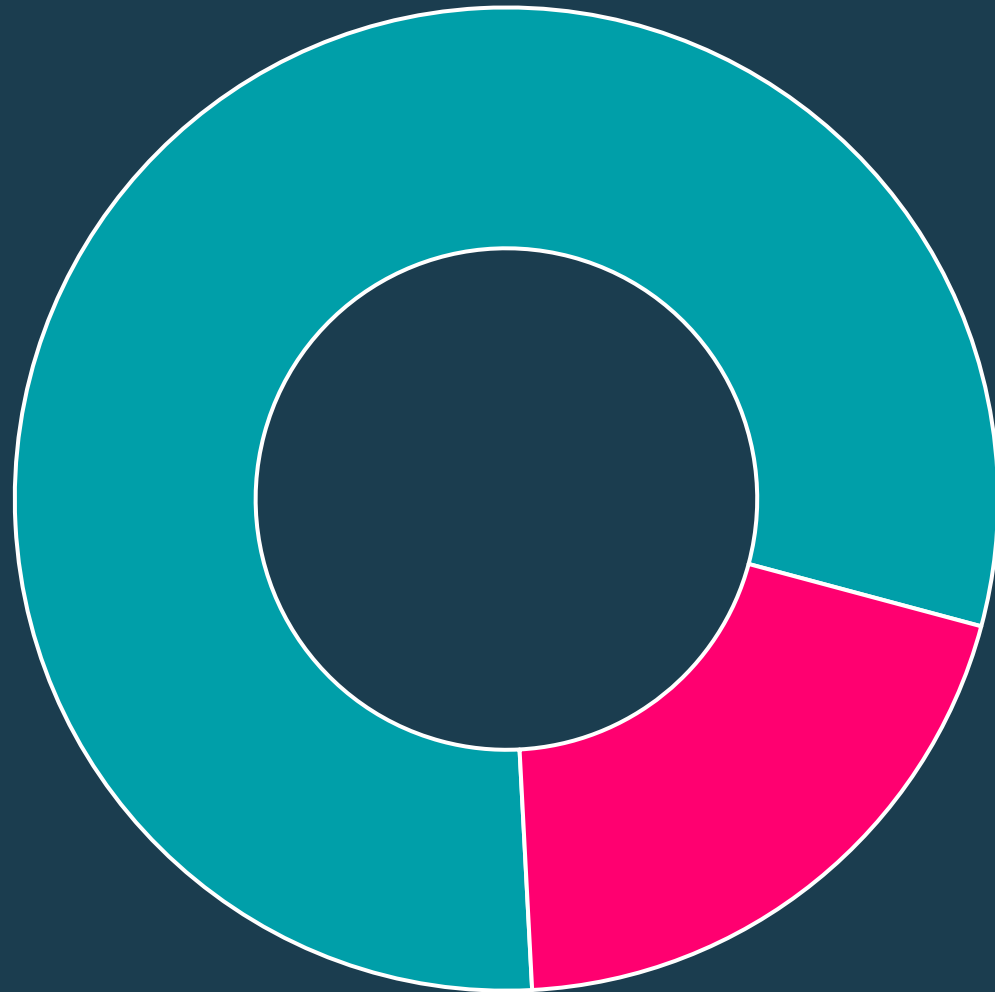
## Information

- Statusinformationen
- Aktuelle Infos aus Unternehmen, Bereich, Team
- Weitergabe von Wissen

## Interaktion

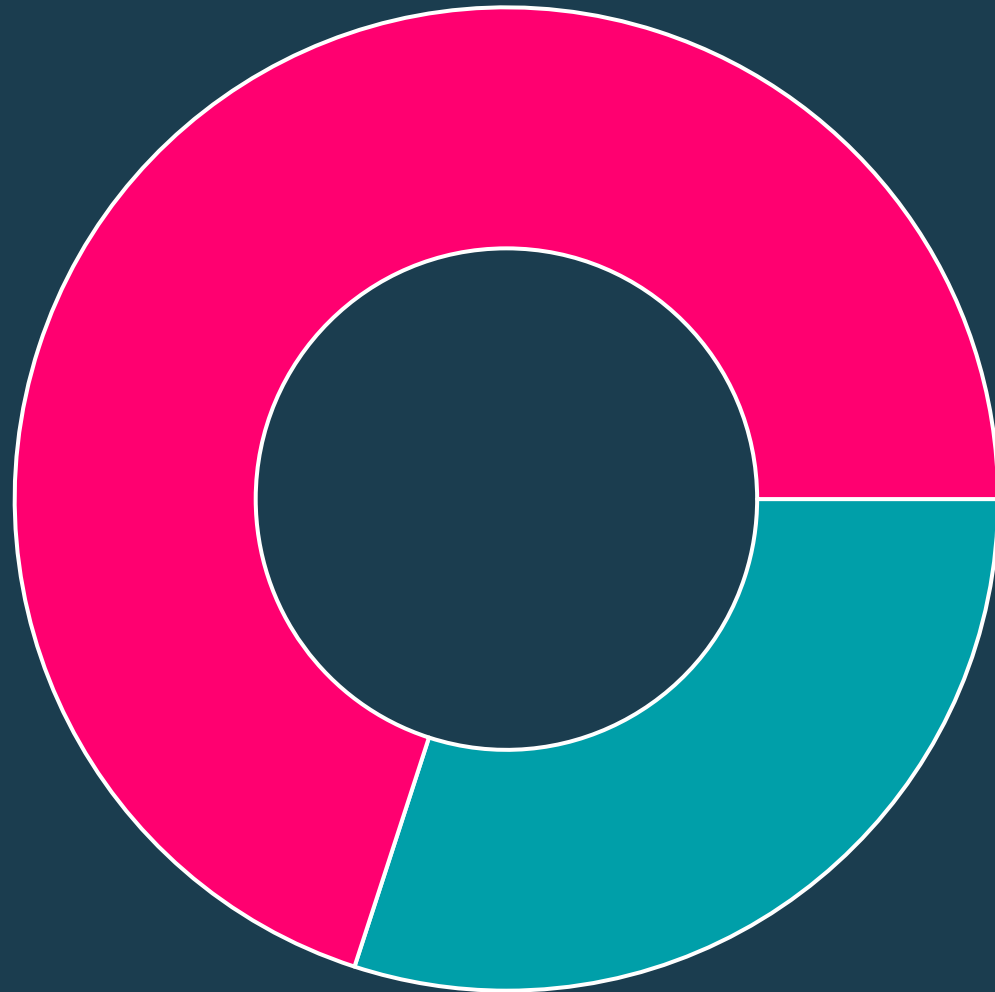
- Diskussion und Entscheidung zu einem Thema
- Team-Bindung

## Zeitanteil



Information Interaktion

# Zeitanteil



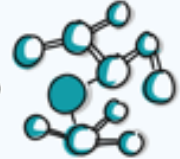
Information Interaktion

**Vor  
dem Meeting**

**Während des  
Meetings**

**Information**

**Interaktion**



# ASYNCHRONOUS WORK PRACTICES

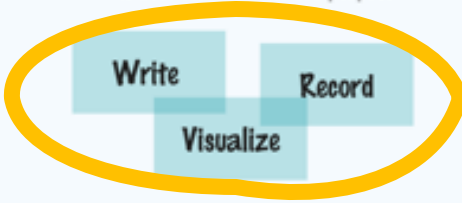
Work that must not happen simultaneously

**ALWAYS-ON AVAILABILITY**

Please check ASAP!

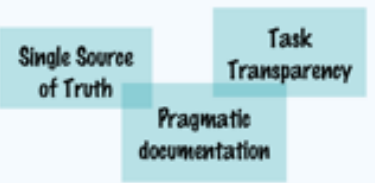
**ASync COMMUNICATION**

Use the full bandwidth of media that is best for the intended purpose



**PERSISTENT INFORMATION**

Make information accessible from anywhere at any time



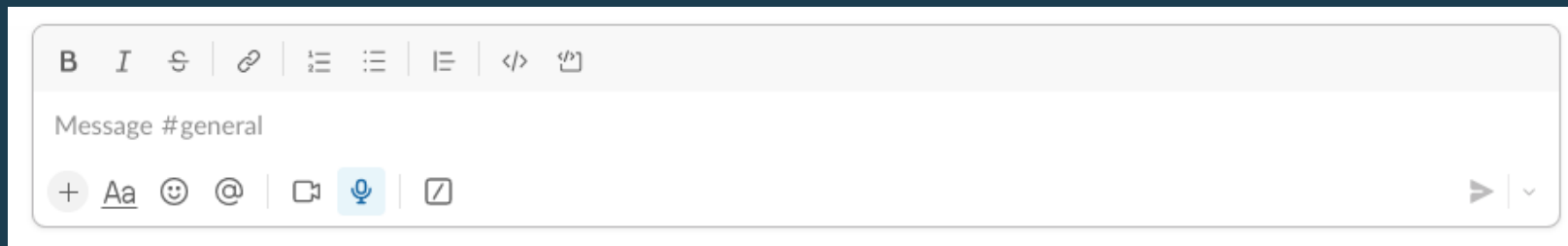
**ASync AGREEMENTS**

Agree on ways to communicate and expectations on responsibility & availability



**This meeting could have been  
an email.**

This part of the meeting could have  
been ~~an email.~~  
a message in team channel.





**This meeting  
could have  
been  
a video  
message.**



# Schreiben, Visualisieren, Aufnehmen...

**ASync WORK FRAMEWORK**

FOR  
**HIGHER TIME FLEXIBILITY**  
+ **WORK PRODUCTIVITY**

**Change work habits!**  
To succeed in your career you  
will have to get used to it!

**EMERGENCY WORK PRACTICES**  
What do you do when you're in a hurry?

- EMERGENCY RESPONSE
- EMERGENCY ORGANIZATION
- EMERGENCY PRIORITY

**How else to work?**  
How do you work when you're not in a hurry?

- EMERGENCY ORGANIZATION
- EMERGENCY PRIORITY
- EMERGENCY RESPONSE

**Why do we do it?**  
Why do we do it when we're not in a hurry?

**USE CASES**

Work	Organize	Structure	Present	Summarize
Plan	Plan	Understand	Communicate	Track

**GUIDING PRINCIPLES**  
How to work in more important  
than urgent situations?

**EMERGENCY WORK PRACTICES**  
What do you do when you're in a hurry?

**How to change?**  
How do you change?

**USE CASES**

Work	Organize	Structure	Present	Summarize
Plan	Plan	Understand	Communicate	Track

**GUIDING PRINCIPLES**  
How to work in more important  
than urgent situations?

00:21 | 02:49

Following Heiko Anhalt

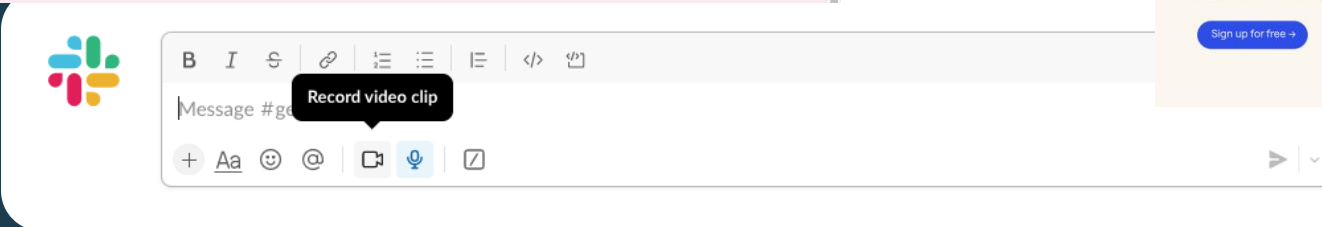
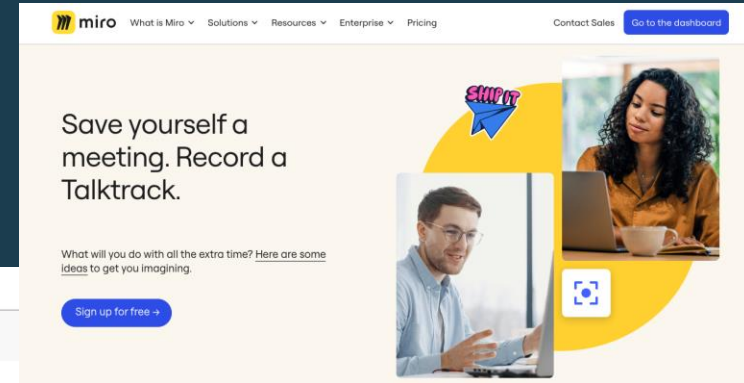
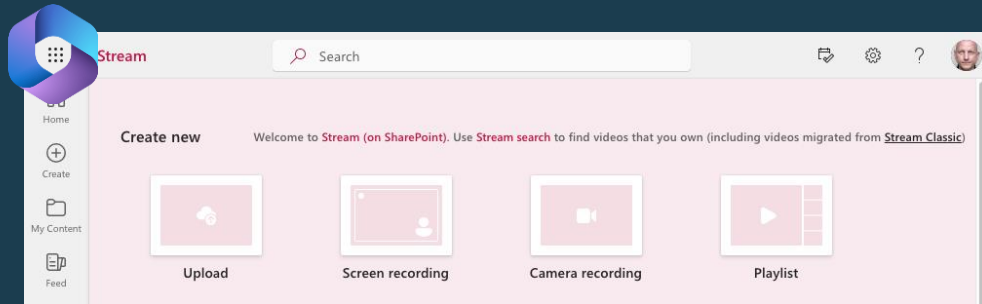
# Schreiben, Visualisieren, Aufnehmen...

The screenshot displays the Bubble Editor interface. On the left is a sidebar with various tool categories: Design (Elements tree, Only show hideable), Workflow, Data, Styles, Visual elements, Plugins, Settings, and Logs. The main workspace shows a video player with a video titled "Parent group's aitag's ai service". The video content includes a circular profile picture of a man and several text prompts: "Parent group's aitag's prompt", "Parent group's aitag's further editing", "Parent group's aitag's ai ratio", "Parent group's aitag's reference created content", and "Parent group's aitag's additional information". Below the video, there is a section for sharing the URL and a QR code. At the bottom of the video player, there are playback controls and a comment bar with various reaction emojis and buttons for "Comment" and "Record a comment".



**Wer hat schon einmal ein Video für  
Team-Kolleg\*innen aufgenommen?**

# Fast alle modernen Plattformen ermöglichen Screen- und Video-Aufnahmen.



**ATLASSIAN**

+

**loom**

Sign In

Get Loom For Free

Contact Sales



## One video is worth a thousand words

Easily record and share AI-powered video messages with your teammates and customers to supercharge productivity

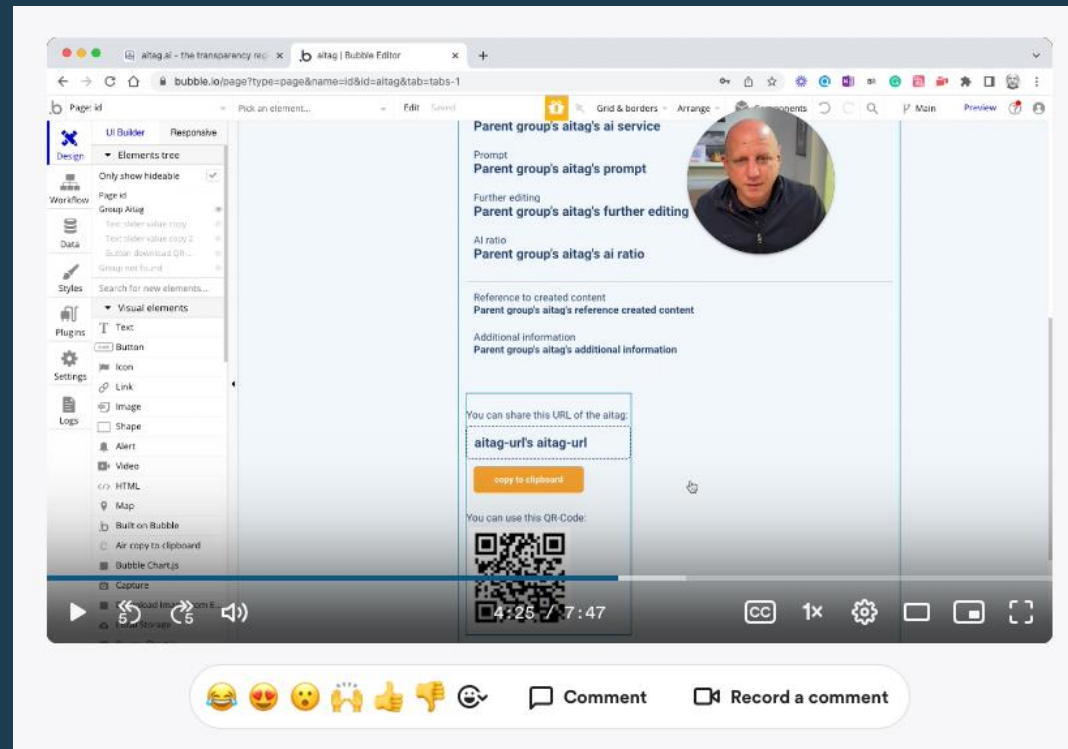


**Ja, aber...**  
**Das ist doch viel zu viel**  
**Aufwand!**



**Ja!**

**Neue Dinge zu machen und  
Gewohnheiten zu ändern ist am Anfang  
immer aufwändig!**



**Sprich, wie du normal sprichst, nur ein Take, Kein nachträgliches Editieren...  
Done is better than perfect!**

# Probleme mit dem Schreiben?

KI kann da helfen...



Why change habits?

✦ H3 ▾ B I E </> ✎ ▾ ” ☑ •☰ 1☰

✦ Ask anything or find a command

- 👉 write analogies
- 😬 Generate counter arguments
- 🧠 Generate overview
- 🧐 Emojify
- Translate → English 🇬🇧
- Translate to german 🔒
- 👉 Polish text 🔒



**Ja, aber...**

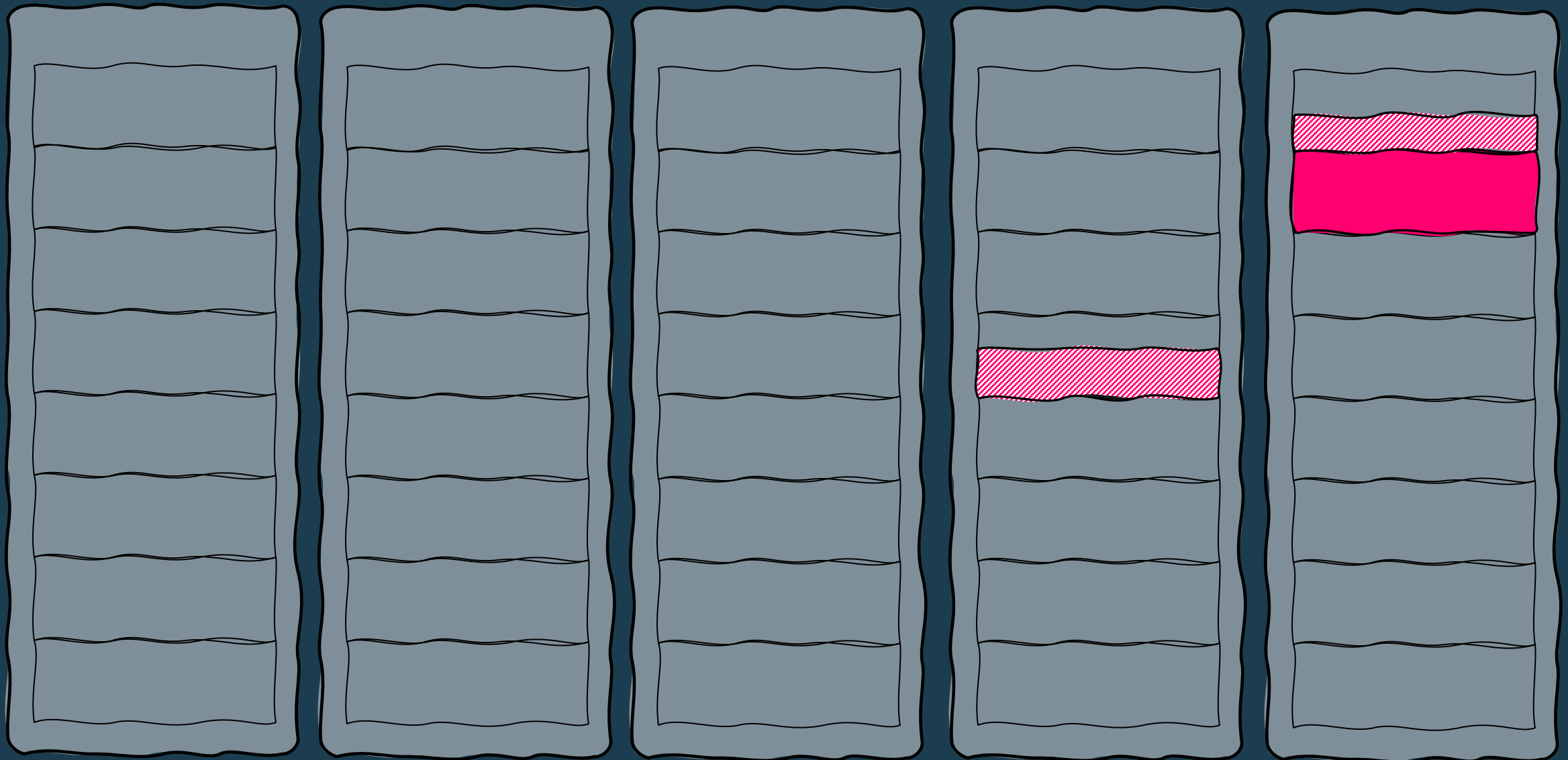
**Keiner wird das vorher lesen  
oder anschauen!**



**Stimmt!**  
Zu Beginn!

**Es geht darum, Arbeitsgewohnheiten  
zu verändern, sich auf Erwartungen  
zu einigen und Konsequenzen zu  
ziehen.**

# Hilfestellung: Führt Flex-Meetings ein!



**Ja, aber...**

**Asynchrone Kommunikation  
ist zu langsam!**



**Vielleicht ja, aber es hängt davon  
ab...**

# Agile Manifesto

Business people and developers must work together daily throughout the project.

Build projects around motivated individuals. Give them the environment and support they need, and trust them to get the job done.

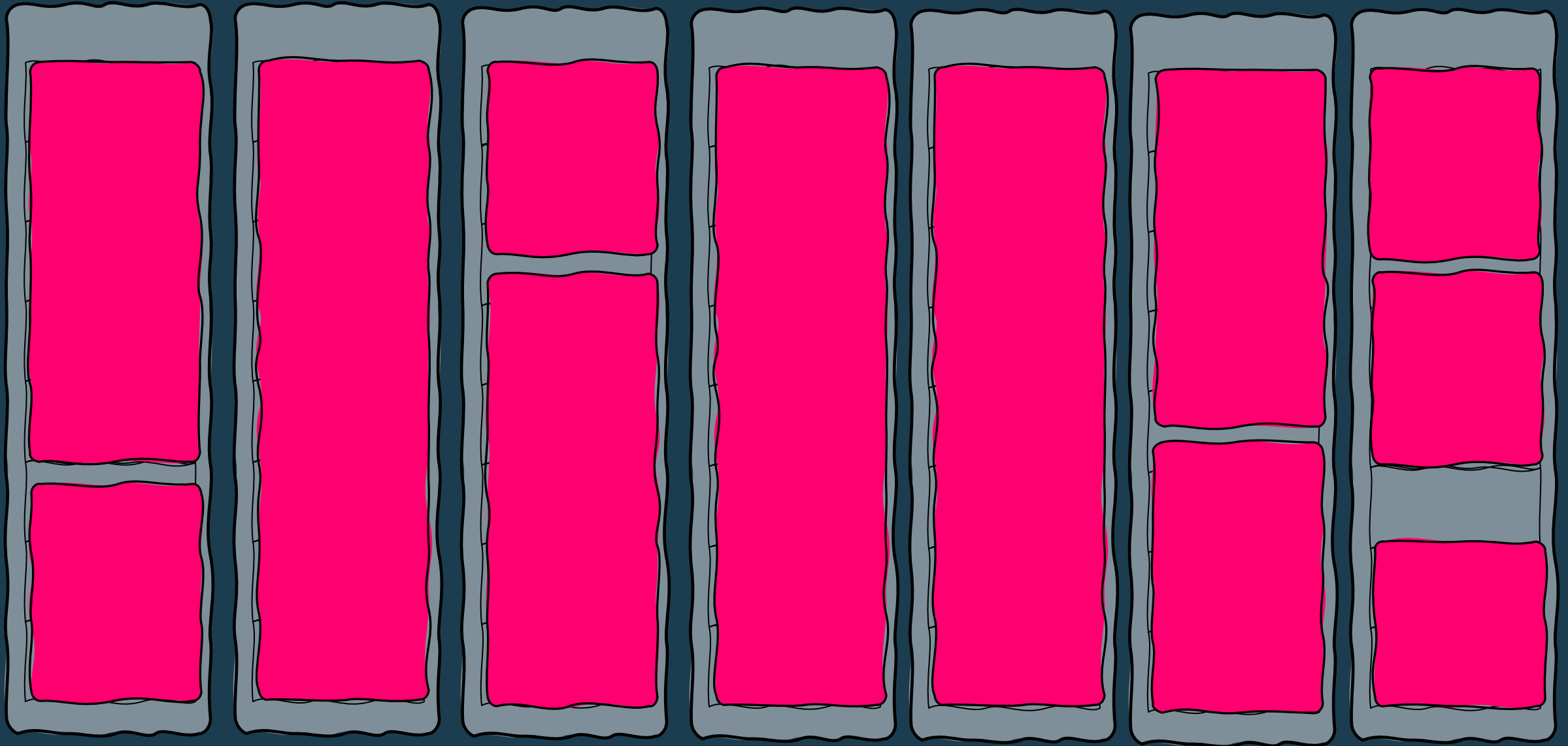
The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.

Working software is the primary measure of progress.

Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.

Continuous attention to technical excellence and good design enhances agility.

Versuch mal einen freien Slot bei 4 Leuten zu finden!

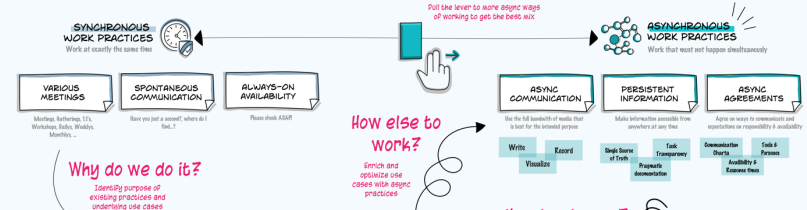




# THE ASYNC WORK FRAMEWORK

FOR HIGHER TIME FLEXIBILITY + WORK PRODUCTIVITY

Change work habits!



How else to work?  
Select and optimize use cases with async practices

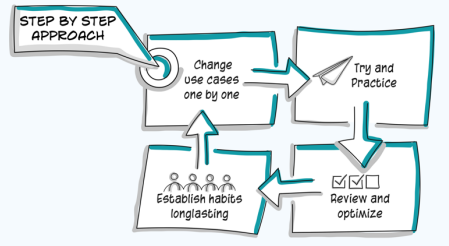
Why do we do it?  
Identify purpose of existing practices and ordering use cases

**USE CASES**

News Update	Alignment	Research	Discussion	Socializing
Status Update	Planning	Understanding	Evaluation	Greeting
Information Update	Accountability	Ideation	Decision Making	Celebrating
Knowledge Transfer		Concept Development		
Coaching				
Interview				

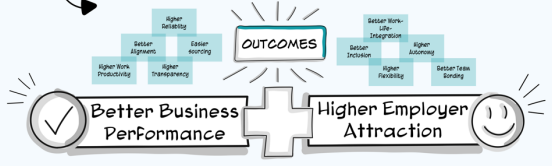
How to change?  
Follow these async principles

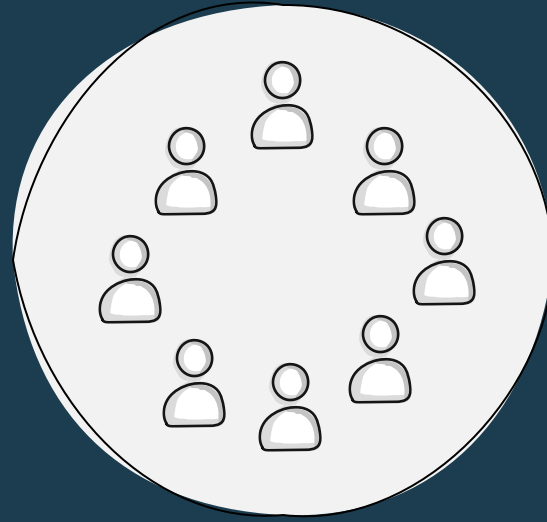
- GUIDING PRINCIPLES**
- How to work is more important than where and when!
- 1 Together-time is precious! Use it wisely!
  - 2 Choose your communication style consciously!
  - 3 You cannot over-communicate!
  - 4 Doing is better than being perfect!
  - 5 Avoid distraction at any cost!
  - 6 Let me think it through!
  - 7 Supposed slow is the new Fast!
  - 8 Make it lasting and self-containing!
  - 9 Transparency drives autonomy!
  - 10 With freedom comes responsibility!



How to proceed?  
Use an iterative approach

For what?  
You get various benefits





**Gemeinsame Zeit ist zu wertvoll, um  
im Meeting auf Powerpoint-Folien  
zu starren!**

# Deine nächsten Schritte hinzu asynchroner Arbeit

## Interactive Resources



FREE

### Async Mindshift - A Free Mini Video Series

How to enable true teamwork and regain control over your time with asynchronous ways of working

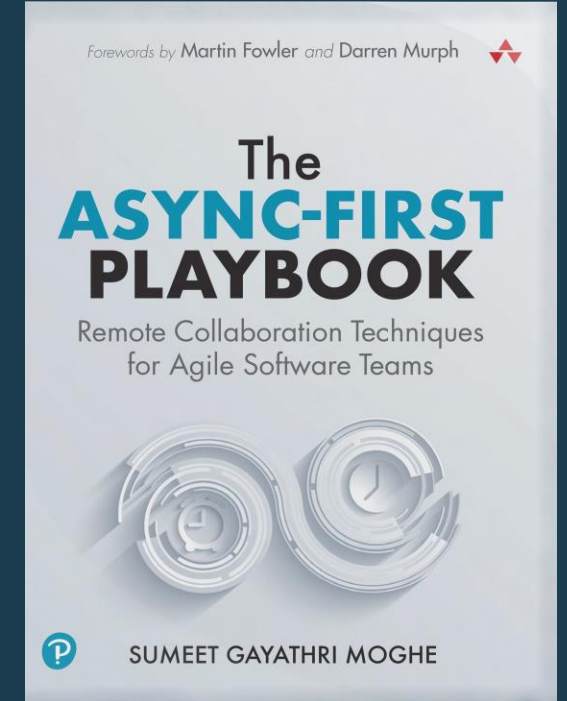
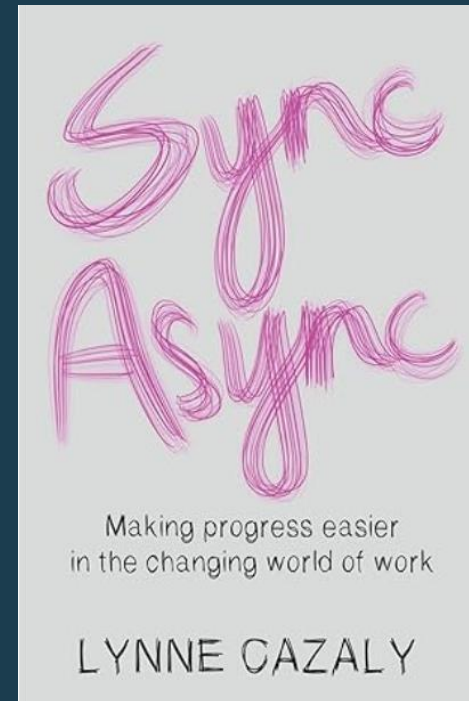


FREE

### Team Self-Assessment for Async Work

Find out your potential for asynchronous teamwork in this free assessment. Start on your own and ask your co-workers to join in.

## Books



+more on team habit changing

<https://asynctyour.work/>



**Niels Anhalt**

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[Follow me on LinkedIn](#)