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## Week 43 Focus: Keep it simple!

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**Focus Question:** *What does Keeping it Simple mean for you?*

### Description

Simplification in the remote workspace is critical. When contexts vary across a team, time zones are different and cross-cultural elements get in the mix of everyday work, simplification and keeping things simple is essential for high performance and flow.

**“The ability to simplify means to eliminate the unnecessary so that the necessary may speak.”**

Hans Hofmann

### Consider

Keeping things simple across:

- » Processes
- » Communication
- » Workflow
- » Complex ideas
- » Key Messages
- » Marketing
- » Program Design

The notion of “keeping things simple” can flow across a business at all levels –

From program design, to customer messaging.

From keeping what you offer simple, to how you communicate and reinforce it. Simplification also relates to workflows and processes.

Simplification may also involve creating visuals around a topic to consolidate a lot of ideas into one graphic.

In the remote space the more complex a process, the more likely it is to break down. In the remote space, the more complex things are, the more likely there is going to be misunderstandings. These can lead to work breakdowns, lack of alignment, conflict, and many other things.

What's important about keeping things simple in your work?

### Activity

Consider what keep it simple can mean in these different areas of your work:

	What keeping it simple means	Changes to make
Processes		
Communication		
Workflow		
Complex ideas		
Key messaging		
Marketing		
Program Design		

For more on this topic check out: [Effective Virtual Conversations](#)