# Communication Signal Map

Translate the raw truth into the specific signal each audience needs to hear

**TOPIC/SUBJECT:**

**DESIRED OUTCOMES:**
☐ Decision ☐ Alignment ☐ Timeline Reset ☐ Support
☐ Resources ☐ Awareness ☐ Escalation

**Raw truth (plain language, 2–4 sentences)**

**Leadership/Management signal (Impact / Risk / Ask)**

**Channel:** ☐ Email ☐ Meeting ☐ Other **Timing:** _____

**Peer signal (Dependencies / Tradeoffs)**

**Channel:** ☐ Email ☐ Meeting ☐ Other **Timing:** _____

**Team signal (Clarity / Protection / Expectations)**

**Channel:** ☐ Email ☐ Meeting ☐ Other **Timing:** _____

# Workflow Diagnostic Map
**Turn a recurring issue into a one-page diagnosis**

**PROJECT / INITIATIVE:** _____  **DATE:**

## Recurrent issue (one sentence)

## Recent example (2–5 bullets)

| DIAGNOSTIC LAYER | MECHANICAL GAP | CONSTRAINT | THE ONE FIX | EVIDENCE |
|---|---|---|---|---|
| **Information (Truth)** | | | | |
| **Communication (Signals)** | | | | |
| **Time (Sequence)** | | | | |
| **Materials (Tools)** | | | | |

## Cheat Sheet: The 5 Mechanical Gaps

**Approvals:** Stuck or circular decision loops.
**Handoffs:** Dropped balls between teams.
**Data:** Siloed information or manual entry errors.
**Ownership:** Confusion on who is responsible.
**Feedback Loops:** Discovering problems too late.

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# Authority Boundary Map

**Clarify where you can act, where you can influence, or what to use as learning tools**

**PROJECT / INITIATIVE:** _____ **DATE:**

### Core Blocker: One Sentence:



### Recent example (2–5 bullets)



| CATEGORIES | THE QUESTION(S) | THE MOVE |
|---|---|---|
| **CONTROL** | What can I change right now without permission? | Immediate Actions<br>• x<br>• Y<br>• Z |
| **INFLUENCE** | I cannot change this, but I can build a case and get support from X to change Y. What kind of support do I need? | Decision Maker: _____<br><br>Pitch - What do I need for support? |
| **GROWTH** | This is structurally broken, and will likely not change. | 1. Document dysfunction and learn<br>2. Skills to develop/practice |

## FOOTER (The Safety Valve):

**Escalation Protocol:** "I have defined what I can (Control), who I must (Influence), and what I must Accept (Growth). I will only escalate this issue to leadership if:_____

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