

WEEKLY EXTRA · THE TEAM CARD

A one-page team card

Use this before you store anything an agent can read. Three lines per person, written by you. If you would not show them the line, it does not go on the card.

THE CARD · ONE BLOCK PER PERSON YOU MANAGE DIRECTLY

Person Role and current goal one line Working constraint the team already shares Help I want from the agent questions and drafts, not a verdict Last updated 	Person Role and current goal one line Working constraint the team already shares Help I want from the agent questions and drafts, not a verdict Last updated 	Person Role and current goal one line Working constraint the team already shares Help I want from the agent questions and drafts, not a verdict Last updated
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Repeat the block. Stop there. No scores. No personality. No health. No quotes from a hard conversation.

WORTH STORING • The role, and the goal for this month. • A constraint you would already say in a team channel. • The kind of help you want: prep, questions, a draft.	NOT WORTH STORING • Who you think is strong or behind. • Health, home, or anything they have not agreed can sit in a tool. • A note that only helps because they cannot see it.
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COPY-PASTE PROMPT · TEAM CARD CHECK

paste your card after "Card:"

You are helping a manager check a team card before it is stored for an AI assistant. For each person below, keep only: (1) role and current goal, (2) one working constraint the team already shares, (3) the kind of help requested, which must be questions and drafts, not a verdict. Delete private judgments, health, scores, and anything the person should not be able to read. Flag each deletion with "remove" and a short reason. Do not add facts. Do not rate anyone. Card: ...

KEEP IT CLEAN

- ☐ Update a line when the goal changes, not every day.
- ☐ Once a month, delete anything you would not defend if they read it.
- ☐ Keep the card in a plain file you control. Use only a tool your company approved for people-data.

If you would not show them the line, it does not go on the card.