

Week 11: Get things done without the authority

Everything for the week on one page: your moves, worksheet, scripts.

This week's moves

Move 1

15 min · ☐ Written

Pick one thing stuck on someone you don't manage, today. Name one outcome blocked by a person you have no authority over. Write what you need from them and, in one line, why moving it helps them too. Script 1.

Move 2

20 min · ☐ Sent

Make the ask the easy way. Send it framed around their goal, with the work pre-done so saying yes costs them almost nothing. Script 2.

Move 3

15 min · ☐ Sent

Build one relationship before you need it. Reach out to one peer, inside your team or out, whose backing you'll want for your target. Offer something useful first. Script 4.

The ask that matches their goal

Who it's stuck on	
What I need from them	
Why moving it helps them too (one line)	
The pre-done piece that makes yes easy	

Script cards (cut along the dashed lines)

1. The ask that matches their goal

"I'm working on [outcome]. I think it also helps you with [their goal]. Could you [one specific small thing]?"

2. The ask you've already made easy

"I've drafted [the thing] so this is a quick yes or no for you. If you're good with it, I'll take it from here." Always pre-do the work and make the easy answer the one you want.

3. The recommendation up

When you need a senior person to move, bring a call, not a question: "Here's what I'd do and why. I wanted your read before I run with it." You lead the thinking; they get the final word, and you keep your standing.

4. The early outreach

"You know [area] better than I do. I'd value your take on [thing] sometime. And if there's anything on your side I can help move, say the word." Give before you take.

5. The closed loop

After someone helps: "Done, thanks for the steer. Here's what came of it: [one line]." People learn that helping you pays off, and they help faster next time.

Re-entry note

Missed week 10? Do this week's move 1 and move 2, then claim an outcome over the weekend. Owning and influencing belong together anyway.

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