



## Best Practices for Collaborative Work

## Don't let the chimp get in the way.

When expectations aren't clear, it's not just tasks that suffer—it's our brain's chemistry that takes the hit. Without clarity, our emotional brain (aka the chimp) kicks in first: defensive, reactive, and quick to assume blame or criticism. This is where collaboration often derails. The more ambiguity there is, the more likely our chimp brain hijacks the interaction, turning simple requests into emotional standoffs. But when roles, responsibilities, and levels of involvement are explicitly stated, we quiet the chimp and give our rational brain space to lead. Clear delegation isn't just efficient—it's neurologically smart.



## **Collaborative Work**

- Do as I say. Carry out instructions.

  Do what I have asked you to do. No need to deviate from my instructions.
- Research and report.
  Research the topic, gather information, and report what you discover.
- Research and recommend.

  Research the topic, outline the options, and bring your best recommendation. Give me the pros and cons of each option.
- Decide and inform.

  Make a decision and tell me what you did. I trust you to do the research, make the best decision, and then keep me in the loop.
- Act independently.

  Make the decision you think is best. No need to report back. I trust you completely.

From The Five Levels of Delegation by Michael Hyatt