

PRACTITIONER EXPERIENCE

Experience an Embedded Practice in real work.



Collaboration &
Teamwork



PRACTICE: The Pinned Window

Replace open-ended timing with a specific window — day, time, and timezone — so the ask can't be misread.

THE HOOK

"Please review by EOD" lands differently in Phoenix than it does in London. A specific window removes the guesswork — and removes your name from the bottleneck.

DEFAULT

BEHAVIOR SPECTRUM

EMBEDDED

01

SIGNAL

When does this matter?

Any time you send a request for feedback, review, or approval on work in progress — to a colleague, manager, or stakeholder.

You're about to Slack a reviewer: "Can you take a look when you get a chance?"

02

REDIRECT

What do I do?

Replace open-ended timing — "ASAP," "EOD," "when you can" — with a specific day, time, and timezone. No hard deadline? Name that too.

You send: "By Thursday 2pm PT / 5pm ET." Or: "No hard deadline — sometime next week works."

03

SHIFT

How will I know it's working?

You'll know it's working when you stop sending follow-up nudges — because people responded by the time you named.

Thursday 2pm arrives and the review is already in your inbox, no nudge sent.

04

EMBEDDED

How do I know it worked?

Reviewers respond by the time you named instead of guessing your schedule. You stop being the bottleneck on your own work.

A colleague says, "Your requests always tell me exactly when." Nothing left to interpret.



REPEAT UNTIL EMBEDDED

BEFORE (Old Pattern)

- Your request uses open-ended timing like "ASAP" or "EOD."
- Reviewers interpret it on their own schedule.

AFTER (Embedded)

- You name a specific day, time, and timezone.
- Reviewers respond by the time you named.

THE GOAL

Remove the guesswork from every timing request you send.