

# How the Future Works

Leading flexible teams to do the best work of their lives

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## Step 1



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## Step 1 Tool: A Simple Framework for Creating Your Flexible Work Purpose and Principles

While each company's principles will vary somewhat in sentiment and words in order to resonate with that company's culture and beliefs, we have found that they cover three main categories. Use this simple framework to ensure that your company's flexible work principles provide your people with the guidance they need to shift to a new way of working.

Type of principle	Why this is important	Starter prompts to ask your team	Company examples
Overarching intention of a shift in how we work	Used to re-articulate the importance of flexible work to the organization, and to set the groundwork for change	<p>What is motivating this shift in how you work as a company?</p> <p>What words create a sense of urgency or groundswell for change?</p>	<p><b>Royal Bank of Canada (RBC):</b> Flexible work is here to stay</p> <p><b>Levi Strauss &amp; Co.:</b> Flexibility is fundamental</p> <p><b>Slack:</b> Embracing a Digital-First approach to work at Slack</p>
How we are approaching this shift	Used to give leaders and employees a starting point for change, especially since flexible work upends so much of how we used to work and can be overwhelming to get started	<p>What are mindset shifts that leaders need to make?</p> <p>How does where you're going relate to current company values and priorities?</p>	<p><b>RBC:</b> Starts with our business strategy</p> <p><b>Levi Strauss &amp; Co.:</b> The work drives the where</p> <p><b>Slack:</b></p> <ul style="list-style-type: none"> <li>○ We aren't going back, we're moving forward with all that we've learned</li> <li>○ Digital-First doesn't mean never in person</li> <li>○ Progress, not perfection</li> </ul>

Type of principle	Why this is important	Starter prompts to ask your team	Company examples
Main things we care about when considering what flexibility means to us	Used to highlight how we want flexibility to play out in the organization, and important flexibility considerations when making decisions at work, especially around people & opportunities	<p>What results do you want to achieve with flexible work?</p> <p>What are important considerations or risks to highlight for people as they implement flexible work?</p>	<p><b>RBC:</b></p> <ul style="list-style-type: none"> <li>○ Proximity still matters</li> <li>○ Strategic investment is required</li> <li>○ Inclusive culture with growth opportunities</li> </ul> <p><b>Levi Strauss &amp; Co.:</b></p> <ul style="list-style-type: none"> <li>○ Connection is key</li> <li>○ Trust is the foundation</li> <li>○ Lead with empathy and learn together</li> </ul> <p><b>Slack:</b></p> <ul style="list-style-type: none"> <li>○ Flexibility: Provide flexibility &amp; freedom for people to do their best work</li> <li>○ Inclusivity: Ensure equitable access to opportunity and build inclusive teams</li> <li>○ Connection: Slack is our headquarters</li> </ul>