

Disruption Stabilization Checklist

Purpose

Use this checklist in the first 48 hours of disruption to restore clarity, define ownership, and stabilize communication.

Quick Start (15 Minutes)

- Name what is true right now (facts only).
- Clarify what is unknown and when it will be reviewed.
- Identify the single next visible step.
- Confirm who decides, who acts, and who is informed.
- Set the next check-in time and criteria for adjustment.

Use It When

- Communication feels reactive or fragmented.
- Roles are unclear under urgency.
- Stakeholders are asking for updates faster than clarity is forming.

Common Pitfalls

- Adding more work instead of clarifying the next step.
- Skipping criteria and moving directly to action.
- Letting urgency replace transparency.

Maypop Grove — Build steadiness that others can rely on.