

Five decisions, made once, so they do not have to be renegotiated every time something comes up.

Weekly check-in. Who is on it, and when it happens.

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Shared notebook access. Who can see it, and who can add to it.

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Shared calendar. Appointments visible to everyone who needs to see them, not only to whoever booked them.

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Emergency escalation order. Who gets called first, second, and third, decided ahead of time so nobody is improvising in the moment.

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Decision rules. Which decisions need everyone's input, and which do not. Gather information from everyone who has some. Keep the deciding narrow.