

Josie Translator Framework

A TOOL FOR MANAGERS AND PARENTS TO GET ON THE SAME PAGE.

Managers, parents - if you're both reading this, congratulations...you're *already* on the same page. (Let's keep it that way.)

When someone on your team is navigating parental leave, a life event, or just trying to juggle life and career, things can get...lost in translation.

The Josie Translator Framework helps managers and parents have the kind of conversations that get to key questions we often don't stop to think through:

- What are we ultimately trying to achieve?
- What matters *most* right now?
- What does "enough" look like?
- What can wait, flex, or shift?

Use the framework to:

- ✓ Set clear priorities
- ✓ Reduce overwork
- ✓ Create space for support and feedback
- ✓ Make sure no one's guessing what's expected

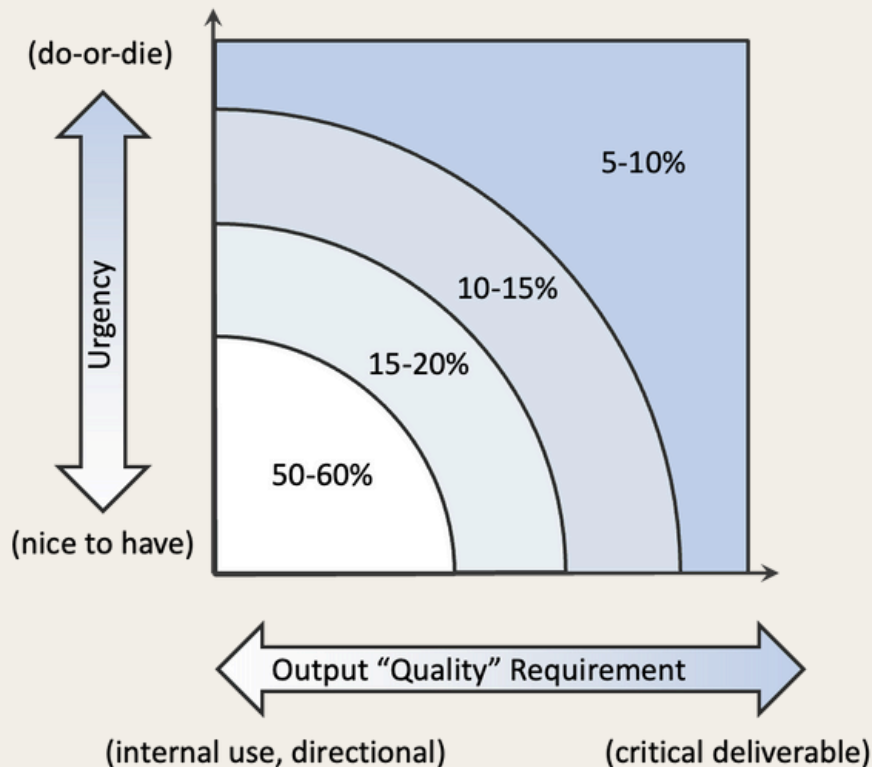
Whether you're managing someone going through a major life transition - or you are that someone - the Translator helps everyone work smarter.



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SO... HOW DO YOU ACTUALLY USE THIS THING?

The 'Translator' by Josie



HOW TO USE THIS FRAMEWORK:

First ask: What's the ultimate outcome (goal) we are trying to achieve?

Then, plot the task/deliverable/etc. on the chart above. Ask:

- How urgent is this? Is there any flexibility on the timing?
- How much of this is mission critical? Are their *portions* that can be delayed?
- How polished does it need to be?

COMMON TRANSLATOR SCENARIOS:

- The last-minute absence when a deadline is looming
- The just-returned-from-leave team member trying to do it all
- The stretch assignment that feels overwhelming
- The "quick task" that turns into a time-sucking perfection trap

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CONVERSATION STARTERS

FOR MANAGERS:

Use when planning, reviewing, or adjusting priorities:

1. When you're kicking things off:
 - *"I want to make sure we're aligned on what really matters right now. Let's focus on the highest-impact work."*
2. When you notice overwork or burnout signs:
 - *"I've noticed you've been juggling a lot. Let's gut-check where you're putting your energy. We might be overdelivering in spots where 'good enough' is more than fine."*
3. When something changes (leave, new project, shifting capacity):
 - *"With everything going on, let's revisit priorities. Can we spend 10 minutes mapping out what's urgent, what needs polish, and what can flex?"*

FOR PARENTS:

Use to advocate for clarity, prevent burnout, or ask for support:

1. When you're returning from leave or adjusting your schedule:
 - *"I want to make sure I'm clear on what success looks like right now. Could we check in on which projects need top energy and which can be scaled back?"*
2. When everything feels like too much:
 - *"I'm realizing I might be treating everything like a top priority. Can we talk through what matters most right now?"*
3. When you need to reset expectations mid-project:
 - *"I'm hitting some capacity limits and want to be proactive. Could we realign just to make sure I'm not over-investing in the wrong places?"*