Mochary Method Curriculum

Interested in working with a Mochary Method coach? Matt and his team of coaches specialize in helping companies implement the Mochary Method curriculum. If you're interested in working with a Mochary Method coach, please email sabrina@mocharymethod.com for more information.

After reading a sub-doc, please write on this main doc your answers to the following questions:

- Does it resonate, yes or no?
- What questions or comments do you have about this writing?
- Will you apply it? If yes, exactly what actions will you take?

First-time Onboarding

- Matt Mochary Bio: Coach (2 min)
- Mochary Method Coaches: coach.mocharymethod.com
- Mochary Coaching method (CEO 1-1) (5 min read)
- Mochary Method Curriculum

Essential Reading

- On Time (3 min) Video
- Top Goal (CEO) (2 min) or Top Goal (investor) (2 min) Video
- Fear and Anger give bad advice (5 min) Video
- Fear and Anger: how to shift out of it (2 min)
- Heard: how to make people feel it (2 min)

Further Reading

- Regina Gerbeaux's Resources for Operators
- Chief of Staff (5 min) Video
    - CEO role (2 min)
    - Biz Ops (3 min)
- Onboarding a new hire (2 min)
    - Firing Well (updated) (5 min)
- Feedback: Receiving: the 5 A's (3 min)
    - Feedback (15 min)
- Restoration and Creativity: how to achieve them (3 min)
    - Remote happiness, how to create it (9 min)
    - Finding play (5 min)
- Trust and Like (5 min)
    - Trust, Deep (2 min)

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    - Fundraising- The Relationship Method (10 min)
    - Mistake: Repair, Rewind, Redo (1 min)
- Energy Audit (4 min to read; 45 min to do)
    - Zone of Genius (3 min)
    - Restoration and Creativity: how to achieve them (3 min)
    - No - how to say it (6 min)
- Meetings: How to make them effective and efficient (4 min) Video
    - Meeting guidance sheet (1 min)
    - Transition: How to successfully transition a group to a new method (2 min)
    - Writing vs Talking (and Video) (3 min to read, then 2 min video) Video
    - Meetings (20 min)
    - Brainstorming: written (2 min)
    - Meeting: Exec Team: Deconstructed (2 min)
    - Meetings: Reviews (Pipeline, Project/Business Unit, Cross-Departments) (2 min)
- Decision-Making (8 min)
    - Issue / Proposed Solution template (group)
    - Issue / Proposed Solution template (1-1)
    - Issues/Solutions Tracker, example
    - Agreement-Tracker: why you need one (3 min)
    - DRIs: Directly-Responsible Individuals (3 min)
    - Clean Escalate (2 min)
    - Lord of the Flies (1 min)
    - Loudest voice in the room (1 min)
- Mission, Vision, Values: How to create them (2 min)
    - [PUBLIC] Mochary Method - Vision 2031 (example)
    - Personal Info, Team - example (1 min)
    - Budgeting (2 min reading, 12 min video)
    - OKR Creation (6 min)
        - OKR Tracker, example (2 min)
    - AORs (2 min)
    - Process Audit
        - Processes Template
- Motivating your team (3 min)
    - Magic Questions (1 min)
    - Praise (3 min)
- Conflict Resolution (aka Relationship-Building) (10 min)
    - Board feedback with Matt Mochary (5 min)
    - Exec Team feedback with Matt Mochary (6 min)

All of the reading in one place

- Matt's Book: The Great CEO Within (online) (several hours)
- Matt's Book: The Great CEO Within (on Amazon) (several hours)

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- Wiki for The Great CEO Within (several hours)
- Mochary Method Curriculum (several hours)

Mochary Method Curriculum

Remote work

- Remote happiness, how to create it (9 min)
- How to maintain personal connection in a remote world (3 min)
- WFH guide (Clearbit) (a while)
- Do Remote Right (*work in progress*)
- Zoom - look like a rock star (5 min)
- Remote: Gitlab's Guide to All-Remote (a while)
- Remote: Dropbox virtual first toolkit (a while)
- Remote Team by Zapier (a while)

Relationship-building

- Heard: how to make people feel it (2 min)
- Trust and Like (5 min)
- Relationships: How to get good at them (2 min)
- How to maintain personal connection in a remote world (3 min)
- Relationships - How to create a good one between a Manager and her Reports (3 min; 60 min for the links)
- Appreciation (1 min)
- Praise (2 min)
- Trust, Deep (2 min)
- Fundraising- The Relationship Method (10 min)
- Celebration (1 min)
- Conflict Resolution (aka Relationship-Building) (10 min)
- Listening Tours, by Ian Tien (5 min)
- Love Meeting (5 min including video)
- Personal Info, Team - example (1 min)
- Trust: How to create it among peers (2 min)
- Mistake: Repair, Rewind, Redo (1 min)
- Difficult Conversations: how to have them (1 min)

Hiring

- Recruiting and Onboarding (15 min)
- Recruiting at ___ (30 min)
- Making the Offer (1 min)
- Compensation (3 min)
- Hiring Execs: External vs Internal (2 min)

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- Onboarding a new hire (2 min)
- Teaching / Training (1 min)
- (4 min)

Firing

- Firing Well (updated) (5 min)
    - Difficult Conversations: how to have them (1 min)
    - Decision-making: separate decision from implementation (1 min)
- Comms, Internal: Announcing traumatic events (5 min)
- Exit Interview (2 min)

Mindfulness

- Fear and Anger give bad advice (3 min)
- Fear and Anger: how to shift of it (2 min)
- Emotions - name them (1 min)
- Fear vs Joy (3 min)
- Drama Triangle (and 100% Responsibility)
- Drama Triangle
- Sadness: how to process it (2 min)
- Consciousness Training options (3 min)
- Conscious Leadership (2 min to read, 15 min for the videos)
- The Work (Byron Katie)
- The Course by Dave Kashen (6 min)
- Possibility Mindset (3 min)
- Emotions: feel them (1 min)
- How to spot fear and anger in others (by Sabrina Wang)

Individual productivity

- On Time (3 min)
- Top Goal (CEO) (2 min) or Top Goal (investor) (2 min)
- GTD (5 min to read, 1 day to implement)
- BTA (Bias Towards Action) (10 min)
- Inbox Zero (2 min to read, 1 hour to implement)
- Inbox Zero: How EA or CoS can help you achieve it (20 min)
- Accountability Partner (1 min)
- Gratitude (3 min)
- Time Audit (2 min to read, 1 hour to do)
- Energy Audit (4 min to read; 45 min to do)
- Zone of Genius (3 min)
- Mental Health - how to maintain it (2 min)
- Restoration and Creativity: how to achieve them (3 min)

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- No - how to say it (6 min)
- Meetings: don't schedule them (1 min)

Health

- Sleep (3 min)
- Alex MacCaw on Health (1 min)
- Sam Altman on Sleep, Exercise and Nutrition

Team Productivity

- Meetings (16 min)
    - Meetings: How to make them effective and efficient (4 min) Video
    - Meeting guidance sheet (1 min)
    - Brainstorming: written (2 min)
    - Calendar Cadence (3 min)
    - Meetings: Exec Meeting: at Newfront (1 min)
    - Meeting: Exec Meeting: Department Update (1 min)
    - Meeting: Exec Team: Deconstructed (2 min)
    - Meetings: Reviews (Pipeline, Project/Business Unit, Cross-Departments) (2 min)
    - All Hands: Leadership and Inspiration: How to create it (6 min)
    - Leadership vs Team Leads Meeting (3 min)
    - Offsite (1 min)
    - Offsites, big (by Matthew Holbreich, CoS at Medable)
    - Meeting Tracker - example (2 min)
    - Transition: How to successfully transition a group to a new method (2 min)
    - Efficient Async Discussions (5 min)
    - How to Use the companyOS Software (4 min)
- Decision-Making (8 min)
    - Decision-making: separate decision from implementation (1 min)
    - Issue / Proposed Solution template
        - Issue / Proposed Solution template (group)
        - Issue / Proposed Solution template (1-1)
    - Issue Identification (1 min)
    - Issues/Solutions Tracker, example
    - RAPID, example
    - RAPID template, example
    - RAPID Tracker, example
    - Agreement-Tracker: why you need one (3 min)
    - DRIs: Directly-Responsible Individuals (3 min)
    - Clean Escalate (2 min)
- 1-1s
    - 1-1 Template and Instructions
    - 1-1 Template (Sabrina Wang)
    - 1st 1-1 Meeting with Matt Mochary (5 min to read; 45 min to do)

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    - 2nd (and beyond) 1-1 Meeting with Matt Mochary (2 min to read; 15 min to do)
- The basics
    - Mission, Vision, Values: How to create them (2 min)
        - [PUBLIC] Mochary Method - Vision 2031 (example)
        - Brainstorming template for company outcomes and actions (template)
    - Values: how to create them (1 min)
    - Agreement-Tracker: why you need one (3 min)
    - Operations videos playlist (2 hours)
    - OKR Creation (6 min)
        - OKR Tracker, example (2 min)
    - AORs (2 min)
    - Process Audit
        - Processes Template
    - Personal Info, Team - example (1 min)
    - Grade Level Planning example (2 min)
    - Budgeting (2 min reading, 12 min video)
    - Performance Review (5 min)
- Motivating
    - Praise (3 min)
    - Star performers: How to keep them engaged and motivated (2 min)
    - Motivating your team (3 min)
        - Magic Questions (1 min)
    - Motivation beyond Mission and Money
- Other
    - Amazon 6-pager: shareholder letter (10 min)
    - Amazon Playbook (2 min)
    - BTA (Bias Towards Action) (10 min)
    - Lord of the Flies (1 min)
    - Loudest voice in the room (1 min)
    - Manager: How to be a great one! (1 min)
    - Manager Training Basics - Mochary Method
    - Politics (2 min)
    - Scaling: Hire a “Manager Trainer” as COO (3 min)
    - Scale or not to Scale? (2 min)
    - Org Structure: Functional vs Business Unit (interview with Emmett Shear, CEO of Twitch, 1600 people) (YouTube version)
    - Zone of Genius map - venture firm (1 min)

CEO (role and team)

- CEO as fireman (1 min)
- CEO role (2 min)
- Chief of Staff (3 min)
- Biz Ops (3 min)
- CEO Team (3 min)

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- Personal Chief of Staff: How to hire one (2 min)
- Parenting as a CEO (2 min)

For the COO/Chief of Staff

- Regina Gerbeaux's Resources for Operators
- Help Execs Achieve Inbox Zero
- Help Execs Prioritize Work
- Onboard yourself in 30 days
- Hire, onboard, and work with an EA
- Using Asana as an agreements tracker
- How to build a killer internal wiki on Notion
- BTA (Bias Towards Action)
- Run efficient meetings that don't suck
- Templates:
    - CoS Roadmap template
    - Process database template for internal wiki (How-Tos)
    - Magic Questions template
    - Notion company hub template
        - To learn how to use, please read: Notion - Mochary Method setup
- Examples
    - Sample meeting doc: Engineering sync
    - Example of asynchronous discussion using Threads
    - Example of recapping feedback during meetings

Board

- Board of Directors (4 min)
- Board Meeting - Best Practice (5 min)
- Board Meetings (4 min)

Product

- Product: how to develop a new one in a scaled company (3 min)
- Product: What product to build? How to position it? (2 min)
- How to figure out product positioning, from April Dunford on Lenny's podcast (1 min)

Engineering

- Engineering: How to increase speed and quality (1 min)
- Engineering excellence: Rubber Duck channels (2 min)

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Marketing

- Marketing: Target Beachhead (Segment, Target, Promote) (2 min)

Sales

- Selling (6 min)
- See Relationship-building
- Sales to the Enterprise: how to scale it (1 min)

Feedback

- Feedback (15 min)
    - Feedback: Receiving: the 5 A's (4 min)
    - Feedback Form 1-1
    - Feedback Form - Hot Seat
    - How to GIVE Feedback like an Obnoxious Jerk (by Alexis d'Amecourt)
    - Conscious Listening (by Dave Kashen)
- Board feedback with Matt Mochary (5 min)
- Exec Team feedback with Matt Mochary (6 min)
- Conflict Resolution (aka Relationship-Building) (10 min)
- Performance Review (5 min)

Communication

- Introductions: the double opt-in (3 min)
- Introduction for a job (1 min)

Fundraising

- Fundraising- The Relationship Method (10 min)
- Fundraising- Emergence Capital advice (traditional method) (15 min)
- Fundraising - late-stage: Brand or Price? (3 min)
- IPO, or not to IPO (3 min)
- IPO: Founder letter (2 min)
- IPO: message to your team (1 min)
- Liquidity Programs for the Company (3 min)
- Liquidity (4 min)
- Bank vs Brokerage (2 min)

Legal

- Legal (2 min)
- Legal - closing a round - cost and time (4 min)

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Coach

- Coach recommendations (1 min)
- Coach - how to find one (2 min)
- Coach: hire one for the executive team (1 min)

Social Good

- Make Money, Have Fun, Do Good (2 min)
- Mochary Foundation (1 min)

Matt in action

- Videocast with Jason Calacanis (1h 20m)
- Podcast with Harry Stebbings (38 min)

FAQ

- Q&A with Matt Mochary (20 min)
- Mochary Method curriculum - private docs

Blog Posts

- Book List (5 min)
- The stock market is not the economy … explained (2 min)
- Getting America back to work … is not going to be easy! (1 min)
- COVID gives birth to something wonderful: virtual reunions (1 min)
- The new normal: remote only (2 min)
- COVID and the economy: What can you imagine? (3 min)
- Technology-Enabled Service Provider (TESP) (2 min)
- Milestones: What to be ready for (3 min)
- Bolt - Conscious Culture Playbook (a few hours)
- The Great Reshuffle (2 min)
- No Rules Rules (2 min for my learnings; 10 min for the full summary)
- Turn the Ship Around: “I intend to …” (2 min)
- Events in the world: how to address them?
- Notion - Mochary Method setup

1-1 meeting format

- 1-1 Template and Instructions
- 1-1 Template (Sabrina Wang)
    - Information-sharing with Matt Mochary
- 1st 1-1 Meeting with Matt Mochary (5 min to read; 45 min to do)
- 2nd (and beyond) 1-1 Meeting with Matt Mochary (2 min to read; 15 min to do)
- How to Use the companyOS Software (4 min)

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