

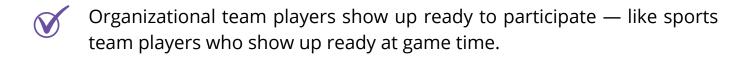
# TEAMWORK REMINDERS



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#### **Working Together**



Team members and team leaders show appreciation for the contributors of everyone on the team.

Proactive teams are situationally aware of the needs of other team members and they actively seek ways to help each other.

Great team members know what they do not have to do everything alone. They rely on each other.

Team-centered members focus on the needs of other team members.

The most functional teams know that they are better when they work together.

People who work well together intrinsically believe that the good of the team is more important than the good of an individual.

Successful teams look forward to collaborating and working together.

Great team members are genuinely valued and respected by every other member of the team.

Team leader's ask, "What do you need from me?"

Teams praise efforts and reward results.

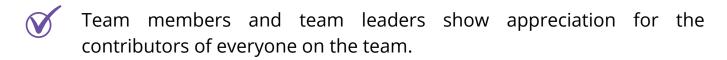
Great team members are not interested in taking credit for themselves.



## **Being Accountable**

<b>V</b>	Team members prepare themselves by knowing what they need to know so they don't delay the progress of the rest of the group.
<b>Ø</b>	Great team members are accountable to each other. They hold each other accountable and they expect to be held accountable in return.
<b>Ø</b>	Organizational team members hold each other accountable for meeting deadlines and project fulfillment.
<b>Ø</b>	With very effective teams, people want to do a great job because they don't want to let other people down.
<b>Ø</b>	Great teams help each other be even more successful by checking in on each other and offering help.
<b>Ø</b>	Great team members help others be successful by providing realistic deadlines.
<b>Ø</b>	When working on a team, participants are not late to meetings or with deadlines. They respect other people's time.

#### **Building Trust**



- Great team members trust each other to do their jobs.
- Team members know they can count on each other.
- Team members who trust each other are able to be honest with each other.
- Highly-functional teams build trust when they genuinely admire and appreciate the contributors of each team member.
- Teams with a high degree of trust can encourage each other with phrases like:
  - "You really know this topic. Tell us more."
  - "You have great experience on this."
  - "Help us all get smarter on this."

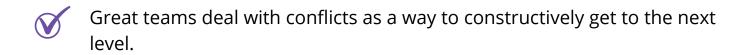
## **Establishing Vision, Mission, and Goals**

<b>V</b>	Top performing teams clearly understand the vision of the organization as well as their team's vision.
<b>V</b>	Enthusiasm and a positive vision helps teams stay focused and energized.
<b>V</b>	High-performing teams identify problems so that they can fix them.
<b>V</b>	Team members know the vision is where we are going and our mission is what we do.
<b>V</b>	Every team needs a clearly articulated understandable vision as well as clear and compelling goals.
<b>V</b>	Successful teams understand why they are unique and they want to leave a legacy of accomplishment.

## **Define Roles & Responsibilities**

V	The most successful teams clearly identify everyone's roles and responsibilities.
V	If roles overlap too much, people assume that someone else is doing the job and often that means no one is doing that task.
V	With great teams, people find ways to do what they are supposed to do. No one says, "It's not my job" when it is their job.
V	Teams know what they do well.
V	Team members help each other without expecting anything in return.

#### **Resolving Conflict**



Terrific team members ask each other for advice and they happily provide advice when asked.

Team players know they have to show up.

Team members agree that they will respond quickly to the rest of the group.

Team members value diversity of thought and perspective among the rest of the team.

Just because someone does a job differently from you doesn't mean it is wrong. It may be better.

Seek out ways to innovate. Ask:

- "How can this be done better?
- "What can we do to improve?"
- "Let's work on this problem and fix it together."

Teams that lean in to conflict do so because there is a high degree of trust among participants.

When working through conflict, teams take a break if emotions start to escalate in an unhealthy way.

When team members get emotional, others choose to interpret that as a sign of passion and dedication to the organization.

Team members strive to understand the perspectives of others. They may say, "Tell me more. Help me understand."



## **Providing Innovation and Motivation**

<b>V</b>	Teams that innovate recognize that disagreements can be a healthy wa to find new ideas.
Ø	Great teams want to fix the problem, not the blame.
V	Successful teams proactively move and adjust to challenges.
V	Motivated team members motivate others on the team.
Ø	Innovative teams know they are part of the reason their organization exists.

### **Contact Mary Kelly**



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#### Please join me on:









