

TEAMWORK REMINDERS



Mary C. Kelly

PhD, Commander, US Navy (ret)

Working Together

- ✓ Organizational team players show up ready to participate — like sports team players who show up ready at game time.
- ✓ 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

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



Building Trust

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

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



Define Roles & Responsibilities

- ✓ The most successful teams clearly identify everyone's roles and responsibilities.
- ✓ If roles overlap too much, people assume that someone else is doing the job and often that means no one is doing that task.
- ✓ 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.
- ✓ Teams know what they do well.
- ✓ Team members help each other without expecting anything in return.



Resolving Conflict

- ✓ Great teams deal with conflicts as a way to constructively get to the next level.
- ✓ 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

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



Contact Mary Kelly



719-357-7360 (Office)



443-995-8663 (Cell)



Mary@ProductiveLeaders.com



www.ProductiveLeaders.com

Please join me on:

