



GREAT TEAM CHECKLIST

Motivated Team Members

Motivation comes from feeling valued and recognized as a key contributor to the team's goals. Every member of the team must be willing to put in the effort and be proactive and understanding.

Skilled Leader(s)

Great leaders inspire the best performance from other team members and are highly socially intuitive. They share the vision and goals clearly and often.

Unity

Members should participate in the process and in the review of each other's contributions to ensure quality and cohesion. The whole team should be included in celebrating the success (and rewards!)

Enthusiasm

Members should maintain a realistic and positive attitude. Enthusiasm can be seen in the form of passion for the work and focus on results, but don't forget to keep the fun!

Communication

Clear, effective team communications include sharing information, providing feedback, listening and responding appropriately. Good communication builds trust and motivates the team.

Defined Roles

Without defined roles, members become discouraged and confused. Outline each member's specific role and responsibilities and ensure clarity of the goal(s) to ensure keeping the team focused.

Trust and Commitment

Leaders should trust their team with tasks and avoid micromanaging. Team members must be open-minded and respectful of the views and work of their teammates. Teams that have positive attitudes towards each other and the work are more effective and produce better results.

Quick Tip!

Provide an agenda for each meeting followed by actions and timelines resulting from the meeting. It keeps the team focused and motivated. If the meeting is long, don't forget to allot time for breaks!