22 Tips for Working Well as a Team

TIP 1 | Clarify people's primary responsibilities and major projects that they're tending to.

TIP 2 | Clarify the primary ways that you'll communicate and collaborate between meetings.

TIP 3 |Create a shared calendar, a shared Assignment Log or Project list., and a Further Discussions Log.

TIP 4 | Clarify the primary platforms that all team members need to know and use regularly.

Tip 5 | Clarify expectations about how often team members read and respond to communications.

TIP 6 | Use subject lines in emails and other communications to indicate action needed and urgency.

TIP 7 | Clarify the organizational structure of your shared file system; list naming protocols.

TIP 8 | Plan different types of meeting to accomplish different types of outcomes.

TIP 9 | Create a team covenant that describes shared norms and expectations that allow everyone to thrive.

TIP 10 | Review commitments and assignments at meetings: assign a person to track and follow up on projects.

TIP 11 | Find ways to continually learn abut new things about your team members.

TIP 12 | Learn together via books, articles, podcasts, Youtube videos, etc.

TIP 13 | Have team members set, share, and celebrate indivbidual and collective goals at monthly meetings.

TIP 14 | Have team members share what the team needs to stop/start/keep doing to team well together.

TIP 15 | List tasks that require mutual "bending" from one another to keep ministry projects on schedule.

TIP 16 | Have team members commit to owning thier roles in contributing to other team member's successes.

TIP 18 | Periodically review team meeting and communication norms. Ask, "Is there a better way?"

TIP 19 | List what didn't work, or is not working, for team members; schedule a specific time to address it.

TIP 20 | Address team-oriented issues sooner rather than later; schedule time at future meetings to resolve.

TIP 21 | When something isn't working for one or more team members; suggest, "In the future, I'd like us to . . ."

TIP 22 | Make how well one is collaborating with team members part of the quarterly/annual review process.