

Complete List of Teamwork Guidelines

1. **All together now.** Get all team members involved in completing the tasks and improving team relationships.
2. **Are you listening?** Listen actively when other team members talk.
3. **Avoid blame-storming.** When things go wrong, avoid the temptation to blame each other.
4. **Be agile.** When conditions change unexpectedly, make rapid adjustments to the schedule and to work assignments.
5. **Communicate, communicate, and communicate.** Keep talking. Praise other team members for their accomplishments. Provide constructive feedback to each other.
6. **Different strokes.** Respect diversity among team members. Encourage different opinions and ideas.
7. **Disagree when necessary.** Encourage healthy conflicts. Resolve these conflicts in a collaborative fashion
8. **Exploit all talents.** Make use of each team member's specialized knowledge, skills, and preferences in assigning suitable tasks.
9. **Follow the rules.** Establish ground rules for team members' behavior.
10. **Go for the goals.** Clearly define your team's goals. Define two types of goals: completing the task and strengthening team relationships.
11. **Have fun.** Encourage team members to enjoy what they do. Periodically celebrate team's successes.
12. **It's your job.** Pitch in and work on all necessary tasks even if they are not assigned to you.
13. **Lead and follow.** Don't wait for a heroic leader to take charge. Distribute leadership functions among team members so everyone is a leader and a follower.
14. **Question authority.** Find out what assumptions that you and other members of your team hold. Frequently challenge them.
15. **Regroup yourselves.** Ignore the organizational structure that is imposed on your team. Figure out what tasks have to be performed and redistribute these tasks among team members.
16. **Roles and functions.** Assign specific tasks to each team member.
17. **Share all information.** Don't hold anything back. Share all relevant information with the team.
18. **Synchronize all teamwork.** Coordinate and integrate the work done by different team members.
19. **Trust others.** Unlike traditional teams of past years, you don't have the time to go through a lengthy period of building trust. Make an assumption that all members of your team are trustworthy. For your part, earn trust by being accountable for completing the tasks assigned to you.
20. **Watch the clock.** Keep one eye on the calendar and the other eye on the clock. Make sure that you will meet your deadlines.