

RULES FOR EFFECTIVE TEAMS
NEIGHBORHOOD INSTITUTE FALL 2007 CLASS

- Listen, be a good listener
- Don't attack the speaker or the idea
- Keep comments relevant
- Be accepting of other's ideas and comments
- Bring food
- Start anywhere, just start
- Don't be afraid to ask questions
- Stay on topic and task
- Do not take things personally
- Always be willing to change in the process – innovate
- Don't make decisions out of fear
- Think positive
- If working within a smaller group, understand the roles & rules of both groups
- SMART goals –
 - Specific
 - Measurable
 - Achievable
 - Reachable
 - Time factor
- Lead to follow, follow to lead
- Have a common goal
- Engage all team members with leadership roles
- Gain credibility
- Do what you say you're going to do
- State objectives
- Recognize accomplishments & unique talents
- Honesty
- Participation by all
- Be creative
- Patience with group members & projects
- Don't exclude
- Know your role
- Flexibility
- Encourage & celebrate success
- Have an agenda
- Everyone be punctual