

# Communication

- **Clear**  
Know what and why you are saying something
- **Concise**  
Keep it to the point
- **Concrete**  
Keep it to be useful with solutions
- **Correct**  
Make sure you are right and based on facts
- **Coherent**  
Just follow your main subject
- **Complete**  
Cover all aspects
- **Courteous**  
Be polite even about negative subjects

# Team's Environment

- **Set Realistic Goals and Expectations**

Make sure that everyone understands product's goals and what you want to achieve.

- **Support Team Spirit**

Work on your team working, friendship and activities to keep everything fun and enjoyable.

- **Invest In Team Skills**

Make sure you are providing them ways or courses to update their knowledge and learn something

- **Show That You Care**

Let them know you care about them by appreciating them, knowing their problems and even simply saying thank you.

- **Listen and Respect the Ideas of Others**

Respect them by listening to them and knowing their opinions.

## Reduce Distractions

- Fewer meetings
- Removing distractions from work office
- Fewer emails
- Fewer coworkers talk
- Less using Slack
- Less noise
- Fewer interruptions

# Management Notes

- Don't take credit from them
- Don't blame them be positive.
- Don't estimate for them

Periodically Coaching (Team)vs Counseling(1:1)

Active Listening

