

Effective Teamwork: A brief guide

❖ Fun

- Have it. Work does not get done well long term without it. *
- Also camaraderie, support, understanding, respect, empathy.

❖ Mission

- Know it. Work does not get done well long term without it. *
- Talk about it, think about it, be excited about it. *

❖ Flexibility

- Possess it. Work does not get done well long term without it.
 - There are no real rules. End of the day, do what's productive and ethical.
 - Remember the big picture. Be open to change - you'll need it. *

❖ Communication

- Do it. Work does not get done well long term without it.
 - Meetings are hell. Do them right. Have a person for [planning](#) + leading them. The person should not be afraid to interrupt and squash tangents. *
 - Iterate on your workflow. Consider regular status check ins, meetings, etc.
 - Have clear expectations/standards. *
 - Don't be passive aggressive. Communicate directly, clearly, openly. *
- Be proactive rather than reactive in discussing questions and issues.
- Ask for advice. A lot. *

❖ Accountability

- Practice it. Work does not get done well long term without it.
 - Need someone unafraid of being blunt/pushy. Ideally all leads. *
 - Need someone good at complimenting A+ work. Ideally all leads.*
 - Be brief. You're all trying to get work done. ***
 - Easy - 'Hey can you do X by Friday pls thx'
- Be picky about your team. Don't add dead weight. Be willing to cut people loose.*
 - Have clear expectations/standards. *

❖ Leadership

- Specify it. Work does not get done well long term without it.
 - Have lead(er)s . Leads should be committed, competent, commanding.
 - Be specific - make it clear what a person is in charge of.
 - Let them be in charge of it.
 - Pick people who want to be in charge. *
 - Projects/initiatives should have an 'owner' - the person who makes it happen. No excuses, it's up to them to make it happen. *
- Centralize and specify decisions as much as possible *
 - Ask for advice, but don't rely on others to make decisions
- There will be weaker and stronger team members. Deal with it.

* Often not the case/not done. This is what makes group projects suck.

Rule of thumb: a good project makes you feel productive, excited, significant, and satisfied.