**Shape

Description automatically generated with medium confidence**

**Focused**

|  |  |
| --- | --- |
| **Is** | **Is Not** |
| * Being productive * Concentrating on client * Having common goals * Generating solutions * Agreed to meeting processes/structures with room for flexibility | * Being “busy” * Concentrating only on the task * Only independent goals * Focusing on the problems * Unstructured and ad hoc meetings or rigid meetings |

**Collaborative**

|  |  |
| --- | --- |
| **Is** | **Is Not** |
| * Working together for the client * Coordinated on our timing for the client * Doing things once * Communicating and meeting on a regular basis to discuss all clients | * Working in silos * Timing based only on my work * Duplication of effort * Leaving everyone to their own devices regarding clients |

**Connected**

|  |  |
| --- | --- |
| **Is** | **Is Not** |
| * Asking and caring about the person * Seeking to understand what others need and communicating based on that understanding * Making time to have fun together | * Asking and caring exclusively about the work * Communicating based only on my needs and only for efficiency * All work, no play |