

## Creating Productive Teams

1. Reflect on your own time management strategies as you [read this article about Covey's seven habits of highly effective people](#).
2. Reflect on how teams form and work together by taking a look at [this overview of Tuckman's team formation model](#). If you have ever worked in a team before, how did you deal with the various challenges? Did you develop any strategies that might help you in this project?

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### Bruce Tuckman's Model

Stages	Characteristics	Leader's Responsibility
Forming	Members meet and explore safe patterns for interacting with each other. They try to figure out where they fit in, not much is accomplished. This is the getting to know you stage.	<ul style="list-style-type: none"><li>• Clarify tasks and role responsibility</li><li>• Facilitate learning about each other</li><li>• Set expectations</li><li>• Encourage participation and open communication</li></ul>
Storming	Personal agendas and beliefs dominate, along with conflict. Individual ideas of group motion predominate. Non consensus based decision making. Team members are left out. It is important to work through this stage to become an effective team.	<ul style="list-style-type: none"><li>• Respect each other's views, share ideas</li><li>• Conflict resolution</li><li>• Plan for making decisions</li><li>• Be inclusive</li></ul>
Norming	There is a level of consensus and the team works cooperatively to become a cohesive unit. Enthusiasm is high. Individual roles are clear.	<ul style="list-style-type: none"><li>• Encourage feedback</li><li>• Consensus-based decision-making</li><li>• Delegation of duties</li><li>• Trust and safety</li></ul>

<b>Performing</b>	A fully functioning team, with its own identity. Each individual is a part of the whole. They work autonomously and cooperate to solve problems.	<ul style="list-style-type: none"> <li>• Set challenging goals</li> <li>• Recognize the team, not individual contributions</li> <li>• Develop team members skills</li> </ul>
<b>Adjourning</b>	Time for cake! The team has achieved its goals. Celebrate the accomplishments. Move to the next project, or disband the team.	