

Discussing Common Goals and Approaches With Your Team

Sharing clearly articulated and agreed-upon goals is a hallmark of a highly productive team.

Use these questions with your team members to solicit input and discussion around the team goals – beyond just the goals of a project. The questions below focus on the larger team dynamic beyond project delivery goals – on-time, on-budget, safely, to the client’s satisfaction, etc.

- What is the purpose of this team? What are we trying to accomplish?
- When is the best time for this team to set collective goals?
- What is our most important goal?
- Are the team goals aligned with personal goals? Organizational goals?
- Are our goals in a SMART (specific, measurable, attainable, relevant, timebound) format? If not, how can we rephrase them?
- What is one thing that interferes with the team’s productivity and achieving or goals?
- What would success look like in achieving the team goals?
- How should we overcome challenges or barriers when they arise?
- How can I support the team to stay on track?
- How can you support each other? What individual skills and abilities do you have to support the team goals?
- How can I communicate most effectively with the team about goals? What frequency, format, or approach would you prefer?
- What approaches have we tried before to maintain and achieve team goals?
- What approaches have not been tried yet? Brainstorm without evaluating the concepts.
- What additional resources do we need to achieve our goals (staffing, materials, time, etc.)?

These are just a few examples that can be used in discussions to establish a baseline understanding and to gain consensus among team members. They open the door to individual contribution. As the team leader or facilitator, ensure that all voices are heard and acknowledged for greater engagement. Document the discussions and thoughts throughout the process and make sure that the goals are:

- Written down
- Publicly known
- Monitored and reported
- Achievement is rewarded