# *ways you can collaborate with others*

## *1- Establish a common goal:-*

When people in different roles are working together, it's helpful to establish a common goal between all parties. Understanding what they're working toward can help team members use their time effectively and ensure they understand the company's goals and plans.

Once you establish a common goal, the team can direct the conversation and workflow toward idea creation or problem-solving. The common goal can guide employees throughout the collaboration process to make sure everyone remains on task.

## *2- Set up a workflow:-*

Collaboration requires many people to interact at once. By incorporating a workflow for your team members, you can simplify the collaboration process, keep your team focused and ensure proper communication.

Workflows help employees clearly understand their own deadlines and any other team's deadlines that might affect their part of a project. It can also provide employees with information about other aspects of