



## Professional Behavior, Working on Teams, Keeping on Schedule

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Class,

For the record, here are your ideas from our discussion

### PROFESSIONAL BEHAVIOR AND WORKING ON TEAMS


- Good communications -- about how things are going.
- Respect -- which is the basis of good communication
  - different members have different roles
  - respecting all teammates' skills and requirements
- Willingness to compromise
- Focus on goals of project, not on individuals
- Committing to goals
- Equitable division of labor, based on members' skills and interest
- Willingness to ask for help
- Keeping ego out of it


### STRATEGIES FOR STAYING ON TRACK


- Break large goals into small ones
  - Schedule the small goals
  - Replan schedule as necessary
- Allocate appropriate time to each goal
  - Tendency is to under-estimate time
- Regular communications

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