Effective Teamwork: A brief guide

❖ **Fun**
➢ Have it. Work does not get done well long term without it. *
➢ Also camaraderie, support, understanding, respect, empathy.

❖ **Mission**
➢ Know it. Work does not get done well long term without it. *
➢ Talk about it, think about it, be excited about it. *

❖ **Flexibility**
➢ Possess it. Work does not get done well long term without it.
■ There are no real rules. End of the day, do what's productive and ethical.
■ Remember the big picture. Be open to change - you'll need it. *

❖ **Communication**
➢ Do it. Work does not get done well long term without it.
■ Meetings are hell. Do them right. Have a person for planning + leading them. The person should not be afraid to interrupt and squash tangents. *
■ Iterate on your workflow. Consider regular status check ins, meetings, etc.
■ Have clear standards. In particular, be in sync on this and other things.*
■ Don't be passive aggressive. Communicate directly, clearly, openly. *
➢ Be proactive rather than reactive in discussing questions and issues.
➢ Ask for advice. A lot. *

❖ **Accountability**
➢ Practice it. Work does not get done well long term without it.
■ Need someone unafraid of being blunt/pushy. Ideally all leads. *
■ Need someone good at complimenting A+ work. Ideally all leads.*
■ Be brief. You're all trying to get work done. ***
● Easy - 'Hey can you do X by Friday pls thx'
➢ Be picky about your team. Don't add dead weight. Be willing to cut people loose.*
■ Have clear standards. In particular, be up front with time commitment. *

❖ **Leadership**
➢ Specify it. Work does not get done well long term without it.
■ Have lead(er)s . Leads should be committed, competent, commanding.
■ Be specific - make it clear what a person is in charge of.
● Let them be in charge of it.
● Pick people who want to be in charge. *
■ Projects/initiatives should have an 'owner' - the person who makes it happen. No excuses, it's up to them to make it happen. *
➢ Centralize and specify decisions as much as possible *
■ Ask for advice, but don't rely on others to make decisions

* Often not the case/not done. This is what makes group projects suck.
 Rule of thumb: a good project makes you feel productive, excited, significant, and satisfied.