



**Definition of Teamwork:** “A unified group of diverse people working effectively together toward a common purpose under changing and difficult conditions, by not placing blame, involving others in decision making, and carefully and properly using power.”

**Instructions:**

1. In the “Me” column answer “Yes”, “No”, or “?” for each Key to Effective Teams in the first column by asking yourself: “Am I comfortable with...”
2. In the “Team” column indicate the # of times your team members answered ‘No’ or ‘?’.
3. Circle your #1 top priority focus area to improve on for the next year.
4. In the “Action” column write down 2-3 actions your team will take to improve.

8 Keys to Effective Teams	Me	Team	Actions
Who are we?		No ?	
Where are we now?		No ?	
Where are we going?		No ?	
How will we get there?		No ?	
What is expected of us?		No ?	
What support do we have?		No ?	
How effective are we?		No ?	
What recognition do we get?		No ?	

**Monthly Follow-Up:** In the past month for our chosen focus area did we get better, worse, or stay the same? Next month, what 2-3 actions will we take?

**Annually:** Re-assess the 8 key factors of team effectiveness and choose a new focus area.