



Smart Team Checklist

Does your team:

1. Strategically determine team member composition?
2. Accelerate cross-functional collaboration?
3. Align goals and work processes to business strategy?
4. Clearly state goals and/or desired outcomes?
5. Jump start new team and team member integration?
6. Build safe environments for risk-taking?
7. Manage productive conflict?
8. Monitor interpersonal dynamics?
9. Encourage dialogue and debate?
10. Stimulate creativity by integrating new tools and techniques?
11. Use master facilitators when addressing “big” issues?
12. Ensure that all voices are heard?
13. Balance “talk time” among team members?
14. Ask for clarification?
15. Gain higher engagement, commitment and trust by listening to and appreciating input?
16. Cultivate shared accountability and end-to-end ownership?
17. Reduce rework and duplication of effort?
18. Clarify roles and responsibilities?
19. Value diversity and capitalize on individual strengths?
20. Speak with clarity and directness?
21. Give and receive constructive feedback?
22. Test assumptions?
23. Work through difficult matters effectively?
24. Express the group’s feelings and check out their perceptions? Follow agreed upon norms?
25. Contribute equally to group process and meeting content?