

Two surprising (and simple) things that great teams have in common and how you can incorporate them

The next time you're headed into a team meeting or working on a team project, watch for how equally (or not) team members are talking and how socially sensitive people are.

Use this worksheet to cue you on what to look for. Make notes in the sections. Get your team on board to use it. Discuss what you all think and see.



Then rest on your well-earned laurels as your team amps itself up.



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Based on the research from “Smarter, Faster, Better: the secrets of being productive” by Charles Duhigg, I created questions to ask yourself and your team, with the intention of amping up your teamwork effectiveness.



Regarding equal participation:

Who's talking?	
Who's doing most of the talking?	
Who's not talking?	
Are people interrupting each other?	
Do people notice when someone is concerned or upset?	



Regarding social sensitivity:

How are people feeling?	
What expressions do people have on their faces?	
What body language are people showing?	

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<p>How are people holding themselves (e.g. arms crossed and closed, or open)?</p>	
<p>What are people's tone of voice? (e.g. engaged, curious, bored, disinterested, annoyed, etc.)</p>	
<p>Do team members agree on how individuals are feeling?</p>	

⊙ Other:

<p>Are mistakes not held against people but rather talked about openly?</p>	
<p>Do members believe their work is important?</p>	
<p>Do members believe their work is personally meaningful?</p>	
<p>Are there clear goals and defined roles?</p>	

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Can team members depend on one another?	
Is the team leader modeling these behaviours?	
Is the team leader demonstrating equal participation and social sensitivity?	

For more information how to use this worksheet see ["Two surprising \(and simple\) things that great teams have in common"](#)

