

# Tips for Working Successfully In A Group.....

## **Meet people properly.**

Exchange contact information and schedules. Meet sooner rather than later. Be responsive to messages.

## **Make meeting conditions good.**

Eliminate distractions. Be on time. Treat online and offline meetings with respect.

## **Respect each other.**

Get to know each other, Find things you have in common. Let everyone talk. Find a way to praise each other.

## **Check your egos.**

Ideas alone are worth nothing. Share credit as much as possible. Spend time fixing problems, not blaming people.

## **Put it in writing.**

Always write and share who is responsible for what, and by when. Be concrete and establish accountability.

## **Be open and honest.**

Work through conflicts. Take a break and apologize, even if you think someone else is at fault. Listen. Be forgiving.

