TEAM PLANNING PROCESS: CHECKLIST

☐ Team members know when our planning sessions occur in the year.

Team members are clear on:
☐ their own roles
☐ how their roles contribute to the team's success.

Team members are clear on:
☐ the roles of their colleagues
☐ how the roles of their colleagues contribute to the team's goals.

☐ Team members share information easily.

☐ Team members will ask each other for support from colleagues when needed.

☐ Team members leverage other colleagues skills and strengths.

☐ Team members have a shared language (a tool/process) for clearing issues-- that removes, shaming, blaming and overpowering others.

☐ Team members' planning sessions are tied to how team performance is measured.

☐ Team members' planning sessions are tied to how individual performance is measured.

☐ Your team's planning sessions (and mini-meetings throughout the year) continuously monitor: who we are, who we serve (inside and outside), why we exist and who is owns what, now.