

## 21 Strategies to Effectively Work as a Corporate Team

Strategy	YES / NO	Order of Implementation	Implementation Target Date
<b>As a team WE WILL adopt the following practices:</b>			
<b>Task Management</b>			
1. Adopt key word utilization: ACT, DUE DATE, INFO			
2. <b>Or we will</b> Utilize “Delegate a Task” option with the team			
3. Use Voting Option			
4. Use and insist on a professional signature			
5. Agree to times of the day Email will be check (minimally) by each team member			
6. When to include me in an Email			
7. When NOT to include me in an Email			
<b>Emails Practices</b>			
8. Be selective in the volume of email we send.			
9. Insist on thoughtful “Reply to All.”			
10. Never include an action item to a “cc’ed” recipient.			
<b>Meeting Management</b>			
11. We will use and send a standard agenda to set up meetings			
12. Strive to begin and end meeting on time			
13. Include all available meeting information in the initial meeting request, time, day, location, agenda, list of required participants and list of invited participants so that invitees can make an informed decision for attendance.			
14. When sending an updated meeting request <b>HIGHLIGHT</b> the changed information, i.e. time, day, participants, location			
15. Only accept the meeting if I plan to attend. If I can MAYBE attend, I will accept as “tentative.”			
<b>The Email Message</b>			
16. When it’s necessary to send long emails			
• summarize at the beginning			
• announce number of items covered			
• identify what actions are requested			
• use bullets, short paragraphs, and white space			
<b>Voice Mail Messages</b>			
17. We will set expectations for leaving good messages.			
• S State your name			
• I Impart the number of Items			
• M / P Make a statement or Pose a question			
• L List action needed			
• E End the call			
<b>Communications Expectations</b>			
18. The best way to reach me in an urgent situations is:			
19. The best way to reach me to convey information is:			
20. We will check voicemail (when)			
21. We agree to return info in the original format unless otherwise specified. Email = Email / Phone call = phone call/ Text = Text			