40 Possible Ground Rules for Team Effectiveness

1. Speak for yourself.
2. Avoid making vague statements and complaints. Discuss specifics.
3. Listen for understanding.
4. Actively consider each others ideas and points.
5. Be specific in what you ask for then check for understanding
6. Focus on problem solving not on fixing blame.
7. Share all relevant information.
8. Be specific – use examples.
9. Agree on what important words mean.
10. Listen to understand before making a new point.
11. Explain the reasons behind one's statements, questions, and actions.
12. Disagree openly and productively with any member of the group.
13. Make statements, and then invite questions and comments.
14. Jointly design ways to test disagreements and solutions.
15. Discuss undiscussable issues.
16. Do not take cheap shots or otherwise distract the group.
17. Keep the discussion focused.
18. All members are expected to participate in all phases of the process.
19. Exchange relevant information with non-group members.
20. Make decisions by consensus.
21. Once agreement has been agreed, move on to complete the task.
22. Be prepared.
23. Do self-critique.
24. Follow the agreed communication process (time for e-mail responses, return phone calls, etc.)
25. Use an agenda.
26. Keep to time limits. (What are they?)
27. Start on time.
28. Show respect for others. (What does this look like?)
29. Assume good intent of others.
30. Ask for clarification when you don't understand.
31. Propose solutions.
32. One conversation at a time.
33. Limit "side bar" conversations.
34. Effectively use the time scheduled for task completion
35. Finish on time or early.
36. Have fun.
37. Be open and honest.
38. Build on the ideas of others.
39. Jump ideas to acceptability.
40. Debrief meetings for future meeting effectiveness