

## OUR TEAM MEETING SCORECARD SELF-ASSESSMENT

Please Enter a Score of **1** (needs immediate attention) to **10** (needs no improvement).

If your total score is 5 or below we can help you. If your total score is 6 or above, congratulations on your successful team engagement!

Enter Score

### We have a team meeting leader or facilitator.

A team member leads the meeting agenda. The purpose of team meetings is to keep all members informed of client work status and collaborations. The team meeting leader reminds the group of the meeting length, information needed, and information that should be shared after the meeting, such as scheduling specific working meetings.

### The meeting leader or facilitator includes your Shared Vision as part of every team meeting.

At all times, your team is utilizing your business vision and mission as a decision-making guide. Your team is clear about your mission, and they are working cohesively towards shared business goals.

### Team members present the status and expected outcomes for regular tasks or action items, and for priority projects.

Tasks are different than projects. Tasks include daily/weekly responsibilities. Priority projects are other collaborations that are important to meeting your shared growth goals.

### Team members briefly explain resources needed for priority projects.

Example; is there someone whose skills/expertise will help you to improve your result if you collaborate? If so, a collaboration is mentioned to notify a person(s) that you will be scheduling time after the team meeting.

### Team members make a strong personal contribution to your Shared Vision through priority projects.

The team prioritizes their work accordingly. Members feel connected to shared business goals - The team is able to do their best work and prioritize appropriately. Members understand their role in shared business goals. Personal strengths are integrated into workplans. You are a culture of business contributors.

### The number of shared projects is doable for the team.

The priority projects are achievable as the team also works on daily/weekly tasks. Remember too many projects will dilute the team's ability to focus and meet deadlines. Keep a sharp focus on priority projects that will move the growth needle.

### The team shares new ideas for meeting organizational goals.

New ideas and innovations are encouraged. The timing of ideas is considered as the team works towards a shared growth goal. Time to discuss the details of new ideas is scheduled following the team meeting.

### The team is enthusiastic about your meetings.

Practice makes perfect in creating new team meeting dynamics. Keep the team engaged by encouraging brief input on good news to share or how you might participate in charitable or other activities. Keep the extra input to one minute per person.