

Sample Checklist for Team Contributions

REVIEWING CONTRIBUTIONS OF TEAM MEMBERS

Step 1

As a team, spend 10 minutes discussing the following questions:

1. Do all of the members of our team contribute equally and appropriately?
2. How do current levels of contribution help our team reach its goals?
3. How do current levels of contribution make it difficult for our team to reach its goals?

Step 2

Based on the discussion, try to answer the following questions individually, then share your answers with the team:

1. What can I do to make my level of contribution more appropriate?
2. What can others do to help me make my level of contribution more appropriate? (e.g., "Please let me know when I start to dominate the discussion. I often don't realize I'm doing it." Or, "Can we please use the technique of speaking in rounds more often? I feel more comfortable contributing that way.")