

Before you begin the next collaborative project, I want you to spend some time reflecting and setting goals for yourself. The following list is the set of criteria that I will be using to assess your ability to collaborate effectively:

- Attends team meetings regularly
- Shows interest and is invested in the team's goals and successful completion of the project
- Contributes meaningfully to discussions
- Completes assignments on time to the best of one's ability
- Prepares work in a quality manner
- Demonstrates a cooperative and supportive attitude
- Contributes significantly to the outcome and success of the project

A personal plan is a form of agreement that you develop with yourself by setting goals and identifying outcomes that you want to achieve. By reflecting on past experiences and being introspective, you can identify your strengths and weaknesses. Setting goals will not only help you to grow, but it will also help you to become a stakeholder in the work that you will be completing. Being a stakeholder means that you have an interest in the outcome; therefore, you will be more motivated and more likely to meet your goals. In turn, your team will be more successful as a group because each member is a stakeholder.

Create a plan by responding to the following questions:

1. What types of obstacles might you face during the team project?
2. What strategies can you use to help overcome those obstacles?
3. What concerns do you have regarding working with the team?
4. What steps can you take to address those concerns?
5. Create a list of 5 expectations that you have for yourself during the course of the project.
6. Describe your vision for how the collaboration will take place and the outcome of the project.
7. Explain how you will hold yourself accountable to the team.
8. Write a brief note to the person who will be reading this after the project is complete.