



Team Tools #5

Team Member Analysis

Making progress on tasks is important to the team, and so is building commitment among people. Some team members are more focused on “getting things done” while others are focused on “getting along.” Use this tool with team members to assess how each is focused on working with the team.

Directions: Rate yourself on each of the behaviors listed in relation to your work on this team.

Behavior	Rating
	(Seldom [1] – Always [5])
1. Motivating others to work on team goals	_____
2. Helping others to participate in team meetings	_____
3. Establishing good team relationships	_____
4. Focusing on deadlines	_____
5. Making sure people are heard	_____
6. Generating solutions and alternatives	_____
7. Managing and resolving conflicts	_____
8. Encouraging others to perform	_____
9. Managing time effectively	_____
10. Reinforcing good ideas	_____

Rating

Task Emphasis (add scores from 1, 4, 6, 8, 9) _____

Relationship Emphasis (add scores from 2, 3, 5, 7, 10) _____