

Task 3: Team Goals Checklist

Please complete this checklist, then attend a team meeting to share your views and explore ideas for making improvements in the team moving forward.

Team:	Name:	Date:
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Rate each item below on a scale of 1 – 10 with 1 being totally disagree and 10 being totally agree.	Rating	Comments/Examples
1. The team goals relate directly to the team purpose.		
2. They are genuine team goals, not broader organisational goals or just one individual's goals, e.g., the leader.		
3. The team goals call for a concrete set of team work-products that all members need to contribute to.		
4. The team goals are clear and simple.		
5. The team goals are realistic, as well as ambitious and allow for small wins along the way.		
6. The team goals are measurable, or if not measurable their achievement can be determined.		
7. The relative importance and priority of the team goals is clear to all team members.		
8. All team members agree with the team goals and the way in which the achievement of team goals will be measured.		
9. Team members hold each other jointly accountable for achievement of the team goals.		
10. All team members articulate the team goals in the same way when communicating with others in and out of the team.		

How do you think the team could strengthen its efforts to improve performance?