

67+1 Habits that will make you a trustworthy TEAM MEMBER

Competence

1. Be good at what you do
2. Know what other team members are doing
3. Do what you say
4. Watch your social media footprint
5. Give autonomy
6. "Her confidence"
7. Love what you do
8. Commit to self-develop
9. Develop others

Shared Values

10. Celebrate success
11. Accept, but don't celebrate failure
12. Identify the common enemy
13. Tell the truth
14. Be an open book
15. Explain why
16. Be predictable
17. Don't expect, ask!
18. What do we have in common?
19. Know what you don't have in common
20. Don't assume, ask!
21. Don't badmouth others
22. Avoid BCC

Fairness / Symmetry

23. What happened one inch outside the frame never happened
24. Put as much effort
25. Start with trust
26. Offer to help
27. Ask for help
28. Say "Thank you"
29. Don't ask of others what you don't demand of yourself
30. Be critical, not judgmental

Time

31. Be on time
32. Be available for your teammates
33. Respect other people's time
34. Follow up
35. Spend time with each team member
36. First impression
37. Don't monopolize time

Intimacy

38. Get your butt out of your office
39. Body language of email and text
40. Own your side of communications
41. Be vulnerable
42. Don't abuse your teammates' vulnerability
43. Respect teammates' boundaries
44. Don't be silent in meetings
45. Civilian Life
46. Don't be politically correct, but don't be a jackass either
47. Say what you mean, mean what you say
48. Watch your tone and body language
49. Watch your teammate's tone and body language
50. Admit to your flaws (but don't accept them)

Positivity

51. Be a cheerleader
52. Bottom line first or last?
53. Say "I don't know"
54. Say "I was wrong"
55. Say "It was my fault"
56. Use empathy
57. Listen with intent
58. If something bothers you, say it!
59. Give direct and honest feedback
60. Know how much feedback is right
61. The right time and place for feedback
62. Ask for feedback and be receptive to it
63. Reduce your own sensitivity—don't get defensive
64. If you can't take feedback now, say it
65. Be humble
66. Bad is 3 times stronger than good
67. Humor/sarcasm when appropriate

+1 Know when to give up

