

8 HABITS TO IGNITE COLLABORATION

CONNECTION

KNOW YOU BEYOND WORK

“I take time to learn about your people, pets, and projects.”

“How’s your new puppy? Is she eating your dirty socks?”

7

Know You Beyond Work
(I take time to learn about your people, pets, and projects)

CONNECTION

LISTEN ACTIVELY

“I give my full attention in our conversations, paying close attention to what you say and how you say it.”

“And what else?”

11

Listen Actively
(I give my full attention in our conversations, paying close attention to what you say and how you say it)

CLARITY

PRIORITIZE WHAT MATTERS MOST

“I spend my time working on our most important things.”

“My most important priority right now is _____.”

23

Prioritize What Matters Most
(I spend my time working on our most important things)

CLARITY

CHECK FOR UNDERSTANDING

“I ensure the message sent is the message received.”

“So, here’s what I understand we’re going to do next... Do I have that right?”

18

Check for Understanding
(I ensure the message sent is the message received)

CURIOSITY

SHARE IDEAS

“I’m on the lookout for new approaches and confidently bring them up.”

“I have an idea...”

29

Share Ideas
(I’m on the lookout for new approaches and confidently bring them up)

CURIOSITY

ASK COURAGEOUS QUESTIONS

“I ask practical, specific questions that make us better.”

“What is one way we could do this better?”

27

Ask Courageous Questions
(I ask practical specific questions that make us better)

COMMITMENT

SPEAK WITH CANDOR

“I address difficult issues directly and in a timely manner.”

“I’d like to talk about...”

44

Speak with Candor
(I address difficult issues directly and in a timely manner)

COMMITMENT

SCHEDULE THE FINISH

“I confirm specific deliverables and timeframes for when we will follow up on our commitments.”

“How’s 3:00 PM on Thursday to review the data you’re preparing?”

44

Schedule the Finish
(I confirm specific deliverables and timeframes for when we will follow-up on commitments).

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