

## **How to Work in Groups**

In order to come up with solutions to make your corporation of choice more sustainable, you will need to be able to effectively work with your group members. Having a good group atmosphere will enable you to come up with innovative solutions and be able to successfully implement them. Here are some tips:

### **1. Pick a group leader.**

- a. The group leader will be responsible for making sure that your group's goals are successfully met as well as assigning work to other members. The group leader must be able to dedicate their time and energy to help your team reach its goals.

### **2. Establish a goal.**

- a. Once you have created a group and established a group leader, the first step is to set a clear goal that all team members can agree to. Having clarity with the goal of your group is vital so that every team member is aware of their responsibilities.

### **3. Have the group leader allocate jobs to every member.**

- a. Once you have established your goals, you will be able to divide that goal into smaller tasks and assign those tasks to your team members. (ex: meeting note taker, social media manager, treasurer, etc)

### **4. Be honest with how much time you can allocate.**

- a. Over-committing yourself to work and deadlines can cause conflict and limit your group's efficiency. Be honest about your abilities and availability. Don't over-commit yourself, your team will always be able to figure out a way to disperse the workload.

### **5. Hold every member accountable for their agreed deadlines and responsibilities.**

- a. Lead with example! Foster a positive environment in which everyone holds each other accountable in an uplifting manner!

### **6. Set a timeline.**

- a. Setting a timeline for your goals will ensure that your team is working consistently.

### **7. Check in regularly and communicate.**

- a. Checking in regularly with your team will keep you on track and allow members to collaborate and share new ideas as your project evolves, as well as ask for help from others if needed.

### **8. Be respectful of others' opinions and learn what everyone has to offer.**

- a. Be nice! Let others speak. Be inclusive. Be positive! Be open to new ideas and approaches to issues that you may not have thought of otherwise.

**Check out this video on how to work in groups!**

[https://youtu.be/CIp\\_kFR5\\_jc](https://youtu.be/CIp_kFR5_jc)

**For more information on how to work best in groups, take a look at the sources used!**

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