

***Always look for—and find—
the high ground
when dealing with others!***



GOOD ADVICE FROM “THE ORIGINAL” MIKE SMITH

THE CHALLENGE: **ADDING VALUE** TO ANY ACTIVITY



A lot has been written about what to do when you are a team leader. This section is devoted to what to do when you are the *worker/follower*, even if you do not aspire to be the leader or responsible person in charge. How you play this part is a gift to the entire team and it clearly lays the foundation for your future within this group. Your goal is to *add value* to the experience for everyone and set a standard for working together.

Be a “Value-Adding” Teammate

- **Seek to understand the leadership structure and the desired outcome.** Every team has a structure and mission. Make sure you know and understand both—and how you fit into the plan. Time permitting, ask questions until you are clear. The better you understand, the easier it is for you to help make good things happen.
- **“Own” the entire project.** The quality of the completed project or program will be determined by the sum of all the work done. Feel responsible for one hundred percent of a “successful conclusion,” not just what you have been assigned. When you have completed your part, look for ways to help the team complete the rest of the job. The project is not complete until it is *all* completed!
- **Look! Listen! Learn!** As the activity unfolds and the team members play their roles, look for what is expected, listen to all the instructions you can hear, and learn how everything fits together while you help make it happen.
- **Adjust your attitude by asking, “How can I help?”** Often your willingness to help at any phase of the project can make a difference. You might possibly know something—have a skill no

one knew you had. You may have gained an understanding of the situation others may have missed that will help make a difference. Always be *respectful* of the leadership and teammates. Don't be pushy. Just be ready.

- **Seek to anticipate the next tool or action.** If you notice your teammate will soon need a tool and you can reach it, get it ready to hand to them. If they need encouragement, be there. You will not necessarily be correct every time but your willingness to help with the next move should be appreciated.
- **Take the initiative.** When you understand what needs to happen, you can look for ways to help that your team leader may or may not have considered. Be resourceful and creative as you anticipate your next action. Your ingenuity and creativity, coupled with good judgment, benefit the team efforts.
- **Be invaluable.** Your positive, pleasant attitude, coupled with your willingness to learn and to be helpful, is a winning combination. Again, don't be pushy—just *ready*.
- **Practice the two “follows” of a successful teammate: -up and -through.** Make sure you follow-up on what you have been assigned and follow-through on what you have promised.
- **Develop the most important ability, *dependability*.** Without it, the other abilities cannot contribute.

A CHECKLIST FOR ADDING VALUE TO ANY ACTIVITY



- Seek to understand the mission.** Time permitting, ask questions until you are clear.
- “Own” 100% of the activity.** The project isn't complete until *everything* is complete.
- Look! Listen! Learn!** Look for what is expected, listen to all the instructions, and learn how everything fits together.
- Have a “How can I help?” attitude.** Don't be pushy, just ready.
- Anticipate the next tool or action.**
- Take the initiative.**
- Be invaluable.** Be positive, pleasant, and concerned.
- Follow-up and follow-through.**
- Develop dependability.**
It is the doorway to all other abilities. *Do what you say you'll do!*

