

Building (And Keeping) A Good Team Workshop

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Who Are You?

List activities you're passionate about and love to do. List only activities that you LOVE. That excite you.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Come up with 3 or 4 words that describe what you've listed above:

Now, list the values that are important to you personally:

_____	_____	_____
_____	_____	_____

Team Defined:

By team, I mean anyone you're working with on the vision and business. This includes staff, board, freelancers, mentors, service providers, etc.

Personal Mission Statement

Stay with me. Now, let's come up with your personal mission statement. Your *raison d'être*.

This doesn't have to sound like something Rumi would say. The importance is that it be authentic to you.

To get you started, think about:

- Why do you feel you were put on earth?
- What are you passionate about changing?
- What do you love to do?
- What do you want to be?
- Who do you want to align with or attract?
- What do you want to accomplish?
- Where do you want to end up?
- How do you want to navigate the world?
- Who do you want to touch?

Alignment Check!

Do the four description words you came up with in the first exercise align with your personal mission statement? Why or why not?

My mission statement is:

Identifying the Need

What do you believe you need help with? What do you need the team for?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List activities that you hate or dislike. Only the activities that you hate or dislike. And be specific. Don't just say marketing, say, "Sending out weekly newsletters."

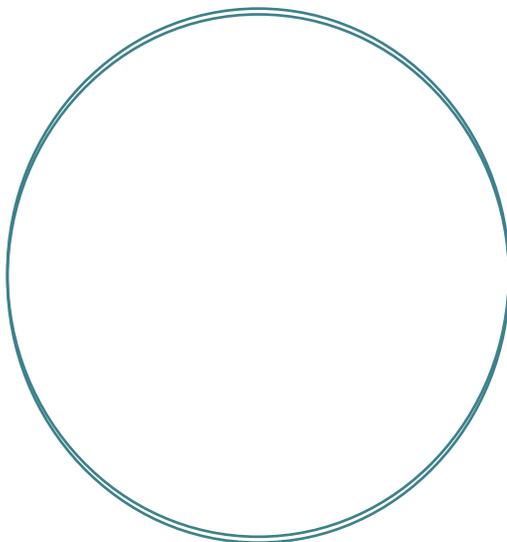
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List activities that you currently do day to day.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Look at the list of activities you LOVE to do on page 1. Now look at the activities you're currently doing on this page. How many of the activities that you love are you doing? How many are you doing that you hate or dislike?

Fill in the circle below proportionate to the percentage of time you believe you're spending on the things you hate and the things you love.



**Insert Percentages
Here**

Refining the Need

Let's get clear on the roles you need a team to fill.

Based on the activities you hate or dislike, what kind of activities can you delegate? What activities do you legally need to delegate?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on the activities you listed above, what are a few skill-sets you need on the team:

Looking at the activities, and skill-sets, you list above what type of roles do you need to fill? Are you looking for board members? Co Founders? Consultants? List those roles here:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Setting the Team Up

With a little more clarity around who you are and the need, we can step into setting things up. Now comes the time where you recruit team members. Things to think about:

- Where are you advertising? Does the avenue align with your values and expectations?
- Are you playing small? Diminishing where you are? The work you do? Not asking for what you need in the advertisement?
 - Are you interviewing everyone and vetting whether or not they fulfill **YOUR** needs?
- Thinking outside the box? You may not be able to afford what you'd like starting out, but is there a different arrangement? Reserve bartering for those who've expressed comfort with it. But outside of that, could you break down the amount of time you spend? Guarantee work for a certain amount of time, etc?
- Are you checking to see that their values align with yours?
- Have you brainstormed your needs and clearly communicated them to the team?
 - Job description? Expectations?
 - Communication protocol?

Think of a relationship with a team member that went left. Was one of these the cause? What could you do different next time?

Keeping the Team

So you've got the team together. Wonderful! What are you doing to maintain them?

With so many demands on time, it's important we continue to build allegiance, loyalty and interest. Ways to do this are:

- Email updates
- Regular meetings and happy hours
- Finding out what work they like to do, and seeing if you can frame your relationship in a way that fulfills both needs.
- Engage the team. Get team-members involved with some aspect of your mission. Have them volunteer, teach a class, visit demographics you work with.

Which tools resonate with you?

What are 4 small steps you can take this week on team building?

Protecting the Vision

Note, I say the “vision” and not necessarily, “you.” This is important, because sometimes the vision can only come into fruition if we step aside (Steve Jobs talked often about this).

This is especially important for nonprofit businesses, because these are community owned. Ways to protect the vision are:

- Discussion
 - Have you had up-front conversations about timing, pay, how to communicate, expectations, needs, boundaries, etc.)
- Contracts?
 - If you have had these conversations are they memorialized clearly in writing?
- Slow pace, and small chunks
- Internal Controls (where legal, don't give up all of the control)
- Build over time
 - Don't hand over foundational projects at first.

Which tools resonate with you?

What are 4 ways you can protect your vision?

Takeaways

Is it really the team, or do you need to reprioritize what's on your plate?

How can you increase the things you love? Reframe the things you're currently doing? What can you delegate?

We're here to help.

If you get stuck doing this exercise later, don't hesitate to reach out.

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