



## RITUAL What Do We Value as a Team?

This ritual can help your team align and define behaviors that are unique to them. These behaviors will become your working norms as a team. We recommend using this activity with teams that will be working together for longer periods of time, from three months to several years. We also recommend periodically revisiting this ritual. Values change slowly, but the ways that we express them can shift quickly.

To prepare for this activity, have a stack of index cards or sticky notes, as well as a whiteboard or a large sheet of paper on hand. Some teams prefer to use physical notes or paper, while remote teams might use shared documents or virtual whiteboards to achieve the same results.

### 1. Identify your team's working values

If you're in an in-person meeting, hand out sticky notes or index cards to your team members. If you're in a remote meeting, set up a shared document that everyone can work in. Have them individually write down three words that describe how they like to work with others on a team. Words that we see come up most frequently are:

|                   |                     |                     |                      |
|-------------------|---------------------|---------------------|----------------------|
| <b>adaptable</b>  | <b>approachable</b> | <b>creative</b>     | <b>collaborative</b> |
| <b>curious</b>    | <b>disciplined</b>  | <b>driven</b>       | <b>engaged</b>       |
| <b>ethical</b>    | <b>friendly</b>     | <b>fun</b>          | <b>helpful</b>       |
| <b>innovative</b> | <b>passionate</b>   | <b>professional</b> | <b>reliable</b>      |
| <b>respectful</b> | <b>supportive</b>   | <b>transparent</b>  | <b>visionary</b>     |

If team members ask for formal definitions of the words, let them know that this activity is about how these words are defined by them individually, not by others on the team.

### 2. Share your value words

Ask each person on your team to share their value words and explain why they chose them.

### 3. Decide on three values for your entire team

As a team, each person votes for three words that represent their most important values. The entire team has to agree on those three words.

### 4. Describe what behaviors you want from your teammates

Ask each person to take at least ten minutes to write down specific behaviors they would want to see from each other, if they were putting those three values into practice. Use the following questions as prompts:

*If we say that we're **[value word]**, what behaviors are we doing to show that?*

This question helps people reflect on all of the different behaviors they currently have with their teams. It also helps them identify which of the more positive behaviors they want to continue using with their team.

*If we want to be more **[value word]**, what behaviors can we bring into our work?*

These are new behaviors people want to introduce to the team. Since they aren't currently being displayed by team members, these behaviors may take more time and effort to put into practice.

Behaviors should be tangible actions that the team can reference. Each behavior must be associated with a value word. For example, "I want us to give each other feedback on our work regularly" isn't specific enough, because regularly for one person might be every two days, while another team member thinks that once a month is fine. Instead, try: "We will meet every Thursday for an hour to share work in progress, and each team member will receive five minutes to provide focused feedback on how their work could be improved."

### 5. Decide what behaviors the team will take on

Set up this ritual's diagram in a location that all of your team members can see. (The diagram is included on the next page.) One at a time, each person shares the behaviors they've identified. Place them under the appropriate value word in the diagram. Then, as a group, prioritize which behaviors everyone wants to carry forward that could have the most impact based on them happening every day, every week, or every month.

When you're done, make sure to place the output of the ritual where everyone can reference it throughout the project, especially if the team wants to make changes.



## RITUAL What Do We Value as a Team?

|                   | Value 1: | Value 2: | Value 3: |
|-------------------|----------|----------|----------|
| Daily Behaviors   |          |          |          |
| Weekly Behaviors  |          |          |          |
| Monthly Behaviors |          |          |          |