

Activity 2: Secrets to Success Worksheet

Answer the following questions for a planning team to which you have belonged. A majority of “no” responses may indicate a less than satisfying experience. Keep in mind, however, that there is no magic yes/no ratio for success, since you may assign different weight to different questions.

Name of Planning Team:

Questions to Consider	Yes	No
Did the team have a strong leader?		
Was time devoted to relationship-building?		
Did partners share responsibilities?		
Did you establish formal communication channels (e.g., phone trees, electronic mailing lists)?		
Did meetings follow an agenda?		
Did meetings last a reasonable amount of time?		
Did members feel that their individual needs were being met?		
If there was conflict, was it acknowledged and addressed?		
Were the team’s mission and goals revisited periodically?		
Did the team get things done?		