

## **10 TRAITS OF THE INDISPENSABLE TEAM MEMBER**

*Key behaviors and actions that every leader  
would like to see in each of their team members.*

- 1. Fully participate.** Voluntarily speak up in meetings and get-togethers. Be forthcoming to both ask and answer questions.
- 2. Be truthful.** Be honest and timely when revealing your progress and issues. When you make a mistake, admit to it and take accountability.
- 3. Be reliable.** Meet your commitments. Always do what you say you are going to do and when you said you would do it.
- 4. Maintain a positive attitude.** Adopt a can-do spirit. Place a constructive view on issues—seek out the sun during cloudy and stormy moments. Don't take or make things personal.
- 5. Focus on solutions.** Do not engage in finger pointing and the blame game. Be a problem solver.
- 6. Practice being proactive.** Make it a standard practice to think one or more steps ahead.
- 7. Share knowledge.** Knowledge is power; the best performers give it away.
- 8. Demonstrate personal initiative.** Practice self-reliance when appropriate. Require minimal leadership. Make things happen.
- 9. Practice continuous improvement.** Seek ways to continually improve your skills as well as the processes and procedures that you and your team engage in. Be open and accepting to constructive criticism. Encourage feedback on your performance. Adapt to change.
- 10. Promote team success.** Place the team first. Look out for the team as if its success is defined by your actions each and every day.

***“Ideas to help you become more successful.”™***