

**Whole Brain® Team Norms Tool:** Select the top 6 - 8 norms you believe will help make team meetings successful. Think about what is currently missing that may be blocking your teams effectiveness and or efficiency.

A	D
<ul style="list-style-type: none"><li><input type="checkbox"/> Focus on facts or data</li><li><input type="checkbox"/> Decisiveness</li><li><input type="checkbox"/> Focus on outcomes and results</li><li><input type="checkbox"/> Clarity of purpose</li><li><input type="checkbox"/> Focus on excellence</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Engage in creative debate</li><li><input type="checkbox"/> Stay flexible and open to possibilities</li><li><input type="checkbox"/> Courage to think big</li><li><input type="checkbox"/> Stay strategic and out of the weeds</li><li><input type="checkbox"/> Aligned on vision</li></ul>
<ul style="list-style-type: none"><li><input type="checkbox"/> Take action in a timely manner</li><li><input type="checkbox"/> Role clarity</li><li><input type="checkbox"/> Adhere to process/commitments</li><li><input type="checkbox"/> Accountability and follow through</li><li><input type="checkbox"/> Alignment</li></ul> <b>B</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Active listening</li><li><input type="checkbox"/> Open and direct communication</li><li><input type="checkbox"/> Inclusiveness</li><li><input type="checkbox"/> Celebrate successes</li><li><input type="checkbox"/> Demonstrate trust &amp; respect</li></ul> <b>C</b>