

## **Task Force Ground Rules**

- Start on time.
- Keep commitments and schedules.
- Practice respect for yourself and others.
- Come prepared to do your part.
- Be a good listener.
- Make sure everyone gets a chance to contribute or speak.
- Accept constructive criticism gracefully.
- Critique ideas, not people.
- Stay on task.
- No interruptions: let people finish talking.
- Share relevant information with your team members.
- Keep meetings to one hour
- Attend the entire meeting
- Limit phone calls, texts, etc.