

HOW TO COLLABORATE LIKE AN ADULT—10 TIPS

- 1. Take on membership in a committee that interests you and plays to your strengths. Use what you enjoy to motivate and inspire your work.**
- 2. Divide responsibilities and nominate a leader. Someone has to be in charge / make final decisions. Leaders should be reasonable and kind. Everyone needs a purpose and a task.**
- 3. Personality conflict? Deal with it. Give that person your tolerance and respect. If you cannot manage your emotions, calmly inform an authority figure before it becomes a problem.**
- 4. Allow everyone's input. If you begin to argue about something, leave it aside and come back to it later.**
- 5. Have a problem? Don't whine about it. Find a way to solve it.**
- 6. Make an action plan. List and prioritize things that need to be accomplished. Consider multiple scenarios and anticipate trouble spots. Distribute responsibilities fairly.**
- 7. Record. Keep common documents in a place accessible by all so the absence of one member doesn't make you look incompetent.**
- 8. Communicate. Take the initiative to find out how to contact each group member. Be smart about this (if Bob never checks his e-mail or Facebook, get his phone number instead).**
- 9. If you say you will do something, follow through. Don't agree to things you can't accomplish. Hold each other accountable.**
- 10. Final, important decisions need approval by "the powers that be" (in this case... Ms. H.)**