

## 4 WAYS TO TAKE INITIATIVE ON YOUR TEAM

Taking initiative on your team promotes unity and cohesion. It demonstrates that you are a valued member of the team and can be counted on to deliver quality results. Utilizing the steps below will allow you to maximize your growth potential through taking initiative on your team.

### 1 Be Proactive

- Do not wait to be told what to do – offer to help as needs arise.
- Anticipate what work needs to be done prior to being tasked.
- Reach out to those who are overwhelmed.
- Look for places to add value.

### 3 Do What Others Avoid

- If/when you have some extra time, work on tasks that others avoid.
- Take on the “grunt” work that will enable the team to function more smoothly.
- Recognize and work to solve problems.
- Be a team player, put team needs above your own.

### 2 Share Knowledge

- After attending a learning event, share the knowledge with your team.
- Create checklists or process guides, share with others.
- Mentor new or junior team members.

### 4 Step Up & Step In

- If someone is out, offer to fill in for them at a meeting or complete their tasks.
- Connect with remote team members.
- Work to improve relationships with team members.