

## **TOP ATTRIBUTES OF THE DESIRED PROJECT MEMBER**

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

**Fully participates.** Voluntarily speak up in meetings and get-togethers. Be forthcoming to both ask and answer questions..

**Always truthful.** Be honest and timely when revealing your progress and issues. When you make a mistake, admit to it and take accountability.

**Is reliable.** Meet your commitments. Always do what you say you are going to do and when you said you would do it.

**Maintains 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.

**Focuses on solutions.** Do not engage in finger pointing and the blame game. Be a problem solver.

**Practices being proactive.** Make it a standard practice to think one or more steps ahead.

**Shares knowledge.** Knowledge is power; the best performers give it away.

**Demonstrates personal initiative.** Practice self-reliance when appropriate. Require minimal leadership. Make things happen.

**Gives praise to others.** Recognize the contributions of others and give credit where it is due.

**Demonstrates integrity.** Resist trading integrity for popularity. Never give in to illegal or unethical behavior. Integrity is not an option.

**Supports others' ideas.** Be willing to listen to and be open to the ideas of others.

**Asks for help.** Asking for help is a sign of strength, not weakness. Doing so can not only increase your personal value but can be a big benefit to your team.

**Demonstrates respect for others.** Truly treat others in the same manner as you would like them to treat you. Practice empathy.

**Advocates a sense of humor.** Your job is serious business but don't overlook the value of humor to lighten your load. Be willing to laugh at yourself and some of the situations you will find yourself in. If you are not having fun, you are not giving your best.

**Practices 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.

**Promotes 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.”™***