



## Test Your Comfort Level Where You Work

According to the authors of TEAMWORK, the way you should feel if you are working with a functioning team can be summed up in five feelings of assurance. Take a few minutes to read the following statements that describe feelings and reactions to situations you may encounter while working with a team. Indicate how often you have to deal with each of those situations by placing a number from 0 to 5 in the blank to the right of the statement.

The exercise is not designed to record how you feel toward another member of the team, but rather, how you feel inside – how *ASSURED* you are of your place on the team and your value to it. The purpose of the exercise is to aid you in discovering how you feel you fit in with the group or team with which you are associated.

Grade the extent of your reaction to each statement by the following scale:

0	<b>Never:</b> You never run across the situation.
1	<b>Seldom:</b> The situation rarely occurs (once or twice a year).
2	<b>Occasionally:</b> The situation occurs often enough to be noticeable (semi-monthly, or maybe on each project).
3	<b>Regularly:</b> You notice the situation happening on a regular basis where you might be wary of it at certain times.
4	<b>Often:</b> It seems the situation might occur on any given day.
5	<b>Always:</b> You've come to expect it.

Statement	Value
1. I have difficulty getting on the agenda of a meeting.	
2. Some people couldn't care less if another department is having trouble fulfilling its part in a project.	
3. I think some of the group decisions are made around the water cooler.	
4. When I make a proposal, they don't seem to understand what I'm trying to say. It's like their brain is somewhere else.	
5. They don't get all the facts about an issue.	
6. When a project is in trouble, some people start looking for someone else to blame, instead of pitching in to rectify the problem.	
7. If another department is slow or fails in their delivery date, some people use that as an excuse to slack off in their department.	
8. I'm always asked to submit my request in writing.	
9. It's like no one cares about anyone else - every dog for himself.	
10. Other members of the team sometime focus on their own goals, more than on the company's overall goals.	
11. I think they sometimes just give lip service to my input.	
12. When projects get into trouble, I've seen other members of the team leave like rats on a sinking ship.	
13. From time to time it seems some people just go through the motions on a project.	
14. Sometimes there seems to be a lot of grumbling when members of the team are leaving the meeting room.	
15. There are those who have never read the company's mission statement.	
16. There are times when I don't think everyone completely agrees when a decision is made.	
17. I don't think some members read all the requests that come in.	
18. They don't take time to fully go over each point before they make a decision.	
19. Many times I feel that my department has been imposed upon in decision-making.	
20. I have trouble getting my point across.	
21. Some people seem to have no enthusiasm for the success of the company.	
22. Some departments never want input from others.	
23. By the time they get around to me, the points I want to make seem petty.	
24. I sometime see very little enthusiasm about a project we've decided needs our attention.	
25. Even after a pep talk, some departments settle back into taking care of their own problems without a thought for the company goals.	

**Scoring:** Now, if you will record the number you wrote beside each statement of the exercise in the corresponding gray-colored box in the table on the following page, then total each column, it will guide you to which *ASSURANCES* you might be lacking as you work with your team.

Statement	H	CN	CM	R	A <sup>i</sup>
1	■				
2				■	
3		■			
4	■				
5		■			
6					■
7				■	
8	■				
9				■	
10					■
11		■			
12					■
13			■		
14			■		
15					■
16			■		
17		■			
18		■			
19			■		
20	■				
21					■
22				■	
23	■				
24			■		
25				■	
Total					

Your totals for each of these columns can range from 0 to 25. A score of zero “0” in any one column indicates that you are perfectly happy and comfortable with that aspect of the team or group you are working with at this moment. If you have any score over zero “0” in any column, the larger your score, the more difficulty and discomfort you are probably experiencing while working with a group.

Here's what your column totals might be telling you:

<b>Your score range</b>	<b>Degree of difficulty functioning within a group</b>
One through five	Slight dismay with some aspects of your group
Six through nine	Some misgivings with how you fit in the group
Ten and over	Should alert you that you are having marked difficulty

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<sup>i</sup> Legend:

H: Do you feel you are being HEARD by other team members?

CN: Do you feel that your input is CONSIDERED by the others?

CM: Do you feel the other team members are COMMITTED to the project?

R: Do you feel the other team members hold themselves RESPONSIBLE for the good outcome of the project?

A: Do you feel the other team members feel ACCOUNTABLE for the success of the project?

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