

GROUP AGREEMENTS

HEALTHY TEEN NETWORK

February 2021

GOOD COLLEAGUES ARE HUMAN FIRST.

- Acknowledge we are all people trying to do our best during a challenging time. We'll do our best to be patient and generous with each other.
- Let's spend time developing and maintaining relationships; they're a vital and essential component of our jobs.
- Take a moment now and then to connect with staff who aren't in your department or on your project teams.
- Create space to discuss the world and our ever-changing reality.

WORKLOADS CAN FEEL PARTICULARLY HEAVY NOW.

- Respect others' time as if it were your own, remembering work and life are piled on top of each other right now.
- Unplug and take time, including sick time, for physical and mental health, even during the workday.
- Embrace ambiguity; external and internal deadlines must allow for the emotionally, politically, spiritually, and technologically unforeseen.
- Let's prioritize simple solutions that make sense for most.

WE'RE A SMALL (BUT MIGHTY!) TEAM OF INDIVIDUALS.

- Strive for flexibility, nimbleness, and open communication.
- Recognize differences in individual work- and communication-styles. Be mindful and generous of how others work when scheduling meetings or communicating across platforms; strive to achieve an equitable balance in work- and communication-styles for tasks.
- Recognize your priorities may not (and can't always be) your colleagues' priorities.
- See deadlines as *a conversation* between all staff doing the work.
- Be a self-advocate; try to communicate clearly about what you need or how we can help.

OFFICE CULTURE IS IMPORTANT, EVEN WITHOUT AN OFFICE.

- We don't "just work here"; we're encouraged to make personal connections with our colleagues through casual conversation not related to work.
- Remember that CQI includes what needs to be improved, but it also acknowledges the things people are doing well. Celebrate small and large accomplishments with each other, and make sure to appreciate your colleagues in ways that are meaningful to them.
- Use the tools available to us, like chat or video calls to achieve that "around the water cooler" atmosphere.

WE'LL REMAIN FLEXIBLE AND ADJUST TO THE SITUATION.

- Everybody needs support and understanding in this unprecedented moment.
- Nobody knows where this is going and what we'll need to adapt, so we'll remain flexible and adjust to the situation.
- We will continue to remind ourselves and each other of these agreements, and we will check in and update as needed.

