## TeamTAG

| Key principle                          | Behavioral Marker                                                                 | Notes |
|----------------------------------------|-----------------------------------------------------------------------------------|-------|
| Anticipate & Plan ahead                | - agree on a plan with all team members                                          |       |
|                                        | - think ahead and plan for all contingencies                                     |       |
|                                        | - prepare a Plan B                                                               |       |
| Set priorities dynamically             | - identify and set priorities at the beginning                                   |       |
|                                        | - pay attention towards changes which might become necessary / do not hold on to |       |
|                                        | outdated concepts                                                                |       |
| Call for help early                    | - be aware of your own limits & the limits of your team                           |       |
|                                        | - set predefined criteria for asking for help                                   |       |
|                                        | - know who and how you can call for help                                         |       |
| Exercise leadership and followership   | - as team leader:                                                                |       |
|                                        |   • allocate team roles & tasks                                                  |       |
|                                        |   • monitor progress                                                             |       |
|                                        |   • pay attention to team members                                                |       |
|                                        |   • collect all information & make sure everyone is on the same page             |       |
|                                        | - as a team member:                                                             |       |
|                                        |   • be present and alert                                                         |       |
|                                        |   • share your thoughts/doubts                                                   |       |
|                                        |   • show appropriate self-care behavior                                         |       |
| Communicate effectively                | - clear, assertive                                                               |       |
|                                        | - use Closed-Loop-Communication                                                  |       |
|                                        | - team leader receives all information                                           |       |
| Re-evaluate repeatedly                 | - review the plan regularly, if / how it works                                   |       |
|                                        | - respond to new information / arising problems etc.                             |       |