

WORKING AGREEMENTS

- ◆ Take responsibility for your own participation and understanding.
- ◆ Listen and consider the other person's point of view.
- ◆ Follow through on agreements and commitments.
- ◆ Honor agenda and time limits.
- ◆ Come prepared and on time.
- ◆ Stay focused on the topic.
- ◆ One person speaks at a time.
- ◆ No side-bar conversations.
- ◆ Be adaptable. Be patient to clarify misunderstandings.
- ◆ Say what you want to say honestly, once.

Rules are made to be broken; promises are made to be kept. Our working agreements are promises made about how we work together.