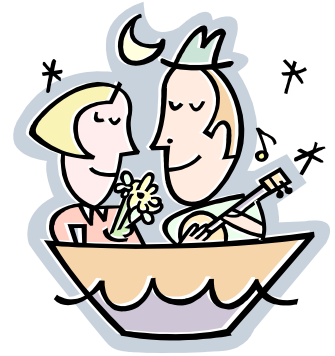


(Modified from *50 Ways to Leave Your Lover*...Paul Simon)
"The problem is all inside your head," she said to me
The answer is easy if you take it logically
I'd like to help you in your struggle to be free
There must be fifty ways to... **Maximize Your Group's Work**"



Self-Study Committee Activity • June 4, 2004

Instructions:

Each Criterion Group Table will work as a team. Each team will have 3 minutes to come up with as many different ways and ideas to maximize your group work. Each team will list all their ideas on this sheet and then a team member will read the list to the whole group. The team that has the most ideas, wins. If there is a tie, Andrea and Gayla will deem the winner based on the team with the most creative ways. Winning team members will pick a prize from a box of goodies.




List starters (examples):

1. Divide the work in small parts
2. Cogita Differenter (Think Different)
3. Flow with the go!
4. -
5. -
6. -
7. -
8. -
9. -
10. -
11. -
12. -
13. -
14. -
15. -
16. -
17. -
18. -
19. -
20. -



50 Ways TO MAXIMIZE YOUR GROUP WORK

These ideas for working effectively and productively were generated by the self-study committee members at the June 4th workshop.

FOOD, HEALTH & FITNESS	SUGGESTIONS	STRATEGIES
<div style="text-align: center;">  </div> <ul style="list-style-type: none"> Break Rules Bring food Coffee & Refreshments Coffee/Caffeine Entertainment Get a good night sleep Get Counseling Have thick skins Make it fun Meet at the bar Meet off campus Motivation Strategies No sniveling Power Naps Provide munchies Take Breaks Use Humor Vacations Yoga Breathing 	<ul style="list-style-type: none"> Clear agendas Clear goals/objectives Contact Info Do your homework/come prepared Flexible times for meetings Gatekeeper Good work ethic Identify goals Individual Assignments No unnecessary duplication Outline each meeting Periodic dissemination of info Rely on existing research Seek consultation Share – Share <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Small Assignments Sub teams for each criteria Sum up Take the first steps Timelines Use individual resources from each member Use post-its for ideas Use resource people Use what you have, when you have it (not everyone will be at all meetings) Use thoughts from everyone 	<div style="text-align: center;">  </div> <ul style="list-style-type: none"> Agree to disagree Ask Assign roles Assign Tasks Be creative/think outside the box Be different from last NCA Be reliable Be timely Brainstorm individually & Collectively Do not create distractions within group Do not be pushy Do not think alike Freedom of expression Get on task Good followship Good leadership Innovative Listen Participate Praise good ideas Reflective Respect Respect diversity Respect opinions Speak clearly Stay focused Use Listening Skills Utilize each individual strengths Value Opinions Work Together
<div style="text-align: center; padding-bottom: 10px;">TECHNOLOGY</div> <ul style="list-style-type: none"> Be committed online Electronic Communication Eliminate paperwork Email Content Email/Online technology Outsource Use Technology Weboard <div style="text-align: center;">  </div>		