Collaboration Checklist

Use this checklist to monitor your collaboration skills while you work together in your group. Be prepared to share your self-assessment during conference time.

	Date	Example
I can do many things within the group		
I accept a division of tasks		
I complete all of my assigned tasks		
I can agree on a plan even if it's not my own		
I accept other's ideas		
I express my ideas clearly		
I try to help others understand		
I encourage the members of my group		
I ask questions to get clarification		
I offer feedback in a constructive, friendly way		
I listen when someone is talking		
I try to solve problems		