



The me in team

Drawing on the strengths of the individual to unleash the power of teams

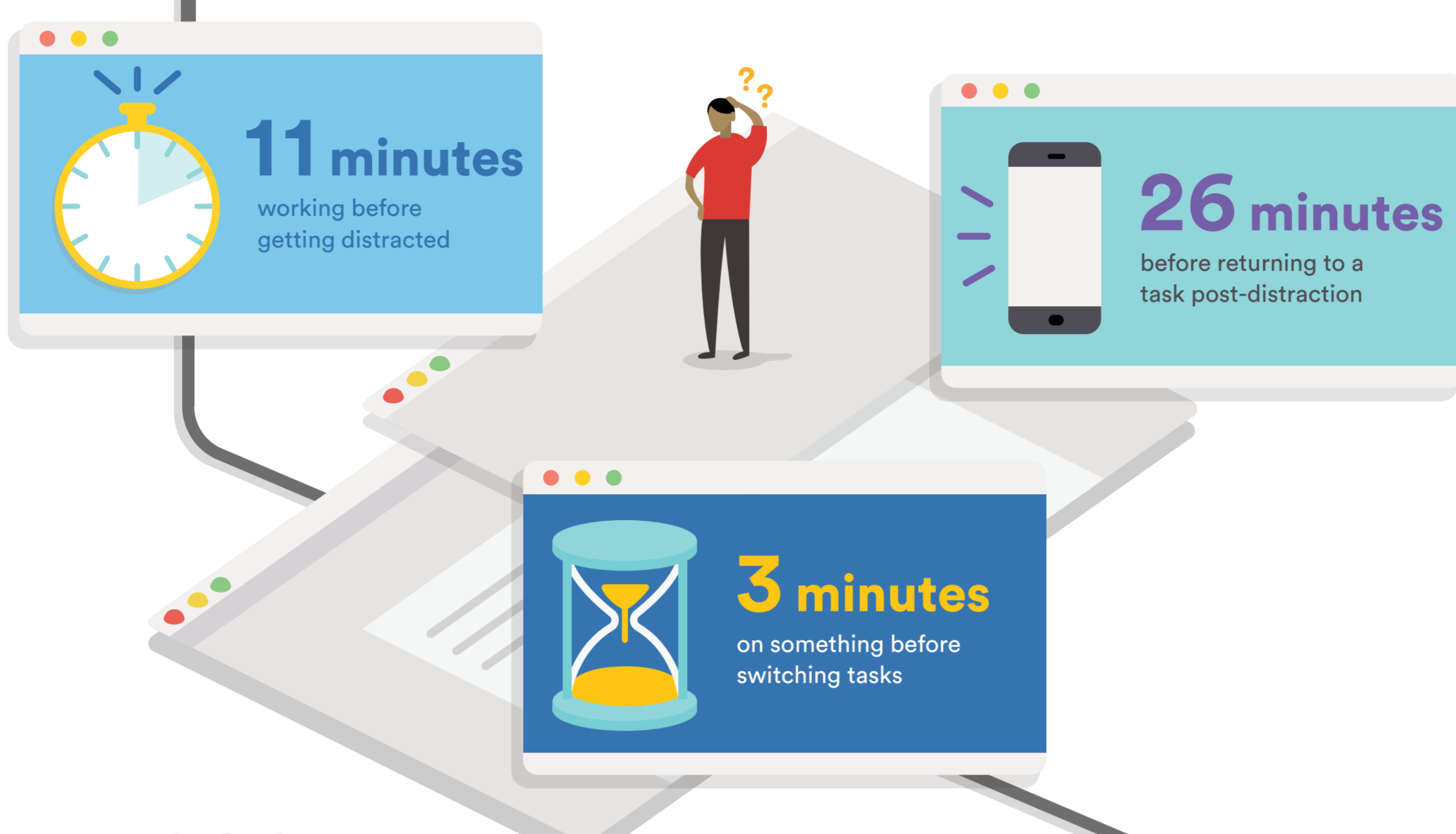
There's no I in TEAM, but there is a ME. Good teams are made up of individuals with distinct strengths that collectively drive teamwork forward.

TIPS TO BRING YOUR PERSONAL BEST TO THE TABLE

Make time for deep work

Carve out uninterrupted time to get in the zone. This is harder than you might think.

ON AVERAGE, WORKERS SPEND:



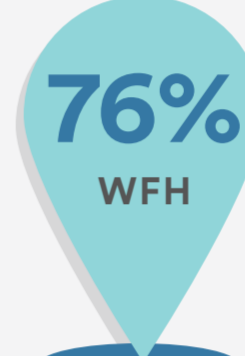
Teamwork tips



It's simple math
 $(\text{Time}) \times (\text{Intensity of Focus}) = \text{Quality Work Produced}$
 It's known as "deep work."



Block off time
 Section off calendar time for deep work, and protect it.



Know where you work best
 76% of people avoid the office when they need to get important work done.

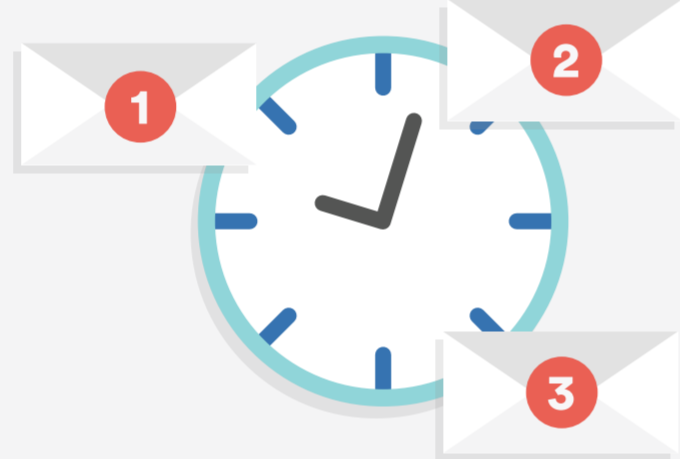
Just say NO (to time-sucks)

Checking email and attending meetings is part of being an engaged team member, but

THESE ACTIVITIES ARE EATING UP TOO MUCH TIME:



Teamwork tips



Designate "email windows" 3x daily
 to alleviate stress and maximize personal productivity.

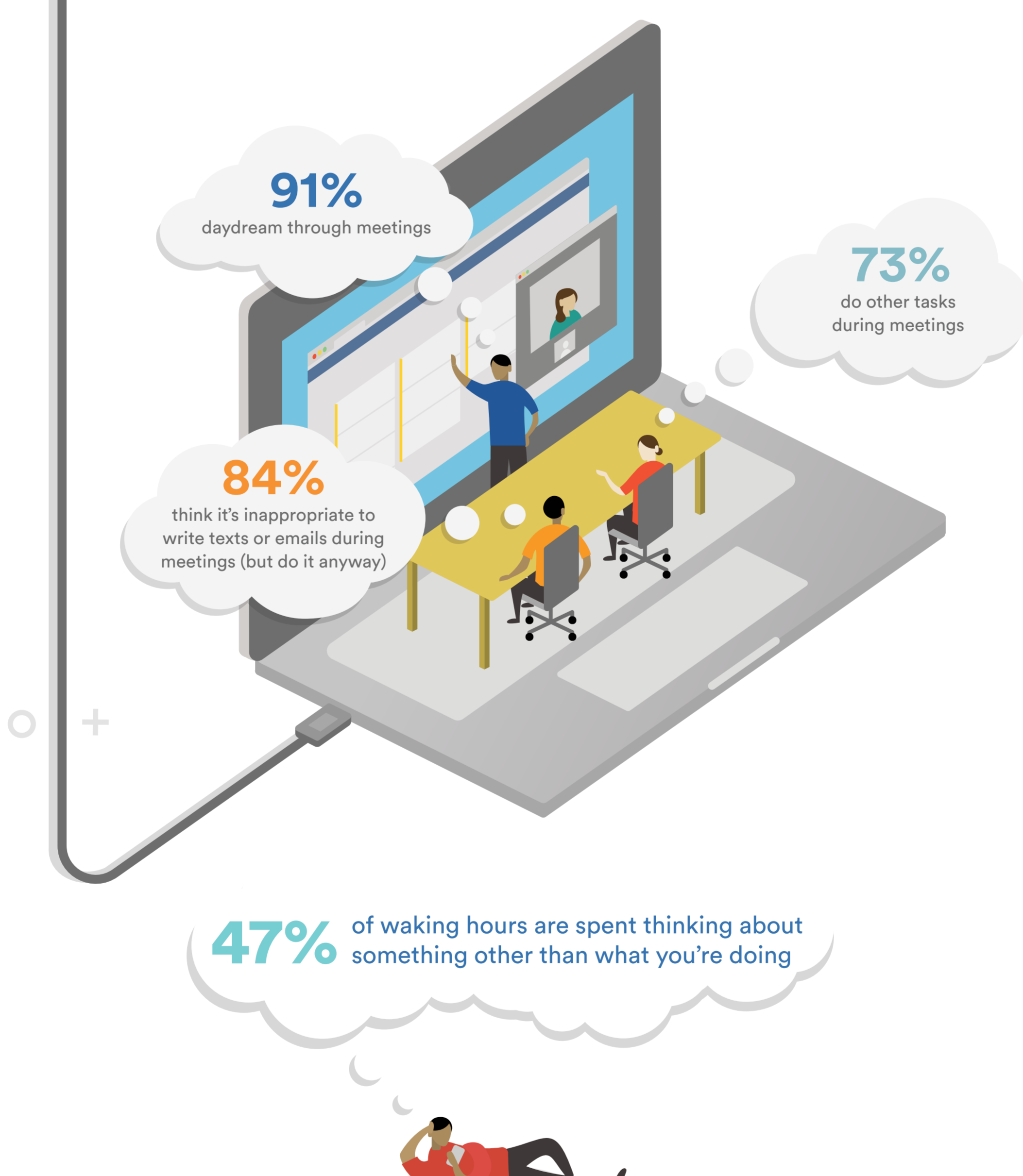


Use collaboration software \$3.7 billion
 in salary costs is spent in unnecessary meetings. Invest in technology to avoid meeting overload.

Be present with your team

Meetings aren't the enemy. They can be valuable forums for teams to build off the collective genius. Problem is,

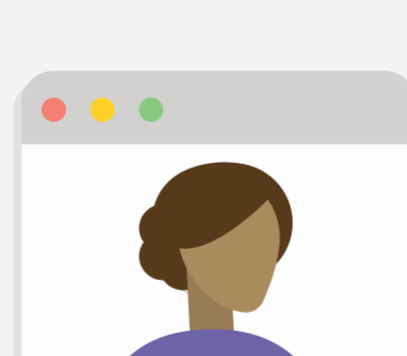
PEOPLE ARE TOO DISTRACTED DURING MEETINGS:



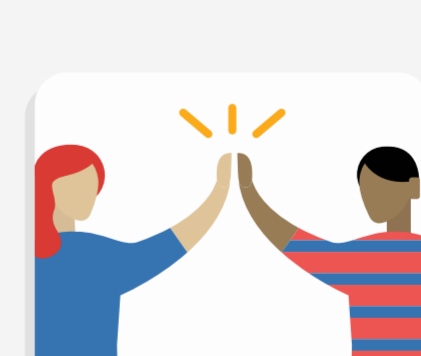
Teamwork tips



Close your laptop 50%
 more mistakes are made when people have devices in front of them during a meeting.



Opt for video 4% vs. 57%
 4% multitask on video calls vs. 57% on phone calls. If you must work remotely, choose video.



Show up in person 80%
 of messages are received via body language.

There's something in it for you

It's not just about team productivity. Being a focused, engaged, and contributing team member is also

GOOD FOR YOUR CAREER:



At Atlassian, we believe it's the combination of every individual's unique skills that makes teams truly great.

Team Up