

An illustration featuring several hands in dark blue business suits. The hands are positioned around a central arrangement of red puzzle pieces. The puzzle pieces are interlocking, with one piece in the center and others surrounding it. The background is a light blue gradient with faint, larger-scale puzzle piece patterns. A semi-transparent white horizontal band with dark blue borders on the top and bottom is centered across the image, containing the text.

Collaborating & Finding Inspiration



TEAMWORK

EXCHANGE



SHARE



INSPIRATION

COLLABORATION

SUCCESS



ASSIST



TRUST



SUPPORT

1. Team Is Everything

**2. The People Behind
the Brand Matter**

**3. Great communication keeps
the team together**

1. Clear purpose, goals and expectations for the team

- **Start with why**: provide a clear emotional purpose of why the team exists
- **Write down the team's goals**: make sure everyone knows what the team must achieve next
- **Script the critical moves**: provide a plan of how the goals will be achieved in small manageable tasks
- **Delegate tasks in a smart way**: make sure that the right people tackle the right set of tasks (according to their abilities and potential)
- **Definition of done**: clearly define the standards that you expect for each task

2. Build trust among team members

To be more exact, activities that have a small impact on building trust among team members are:

- Team building
- Giving recognition
- Complete transparency

Activities that have the highest impact on trust building:

- Showing vulnerability as a leader
- Show interest in your team members
- Communicating the intent behind actions
- Following through on commitments

3. Hold regular planning and review meetings

- **Sprint planning:** At the sprint planning meeting, the team decides what will be completed within a specified time frame.
- **Daily stand-up meeting:** The stand-up meeting should be held every morning for 15 minutes maximum. Two important questions:
 - *What did I do yesterday?*
 - *What will I complete today?*
- **Sprint review and retrospective:** After the sprint ends, the team should review the work done and which items were not completed and why. The team should also do a retrospective analysis of what went well during the sprint, and what unexpected problems the team ran into. In the end, the team should brainstorm how they can improve.

4. Track how team members spend their time

- Every team member is automatically more productive and focused on the important tasks.
- You have a better sense of the team's velocity for planning, forecasting and resource management.
- It's much easier to find out where the team is wasting time or prioritizing wrongly.
- You can actually calculate the ROI of the team's work.
- Invoicing is much easier.
- It helps to create a daily routine and habit

5. Be a good coach to your team

1. Regularly coach their teammates.
2. Empower their team and don't micromanage.
3. Express interest in the team members' professional and personal well-being.
4. Are productive and result oriented.
5. Are extremely good communicators, meaning they listen and share information.
6. Help their teammates with career development.
7. Have a clear vision and strategy for the team.
8. Possess enough technical skills to advise the team.

What Apps Are a Part of G Suite?



Gmail



Calendar



Docs



Sheets



Slides



Drive



Meet



Forms

Where to find inspiration for your creative business

Finding inspiration is subjective.



vimeo

Pinterest



PEXELS

●●● **Medium**



Instagram

1: Look at a Lot of Art

2: Look Outside the Art World

3: Collect Your Favorites in One Place

What Artists Do for Inspiration

1. Nature

2. Memories

3. Everyday Life