



Team Agreement Statements

Review the example statements below to create your own list of Team Agreements

- Be accountable for projects and resolve issues in a timely manner
- Be considerate of each other's personal time
- Respect each other's differences
- Team meetings are approached with an attitude of purpose and openness to the need for clarification, problem solving and systems design.
- No third party talk or gossip.
- All time off, leaves or personal time must be approved by Dr. ____
- Do our best to communicate.
- Complete chart documentation each day.
- Agree to bring positive solutions to challenges.
- We agree to positive interpersonal relationships in the office. This requires going directly to the person whom we have problems with, seeking clarification and constructive dialogue that will lead to more effective teamwork.
- We agree to make timelines a priority in the office. This encompasses morning huddles, seating patients, lunch, and closure at the end of the day.
- All patients are entitled to be offered optimal treatment.
- We agree to efficient transfer of patient and patient documents when dismissing patient. Routing slips will be filled out, given to the patient in the operatory, and patient escorted out for payment of services.
- We agree to clearly communicate our expectations to each other and to our patients.
- We agree to keep the entire office clean, neat and organized.
- We agree to be attentive for ways to help our colleagues so to optimize the efficiency of the entire office.
- We agree to maintain a professional atmosphere in the office through the appearance of the office, our attire, and our verbal and nonverbal communication.
- We agree to individually strive for personal growth in dentistry and our personal life as it impacts our working relationships.
- We agree to make morning huddles productive by being prepared and contributing constructively and efficiently.
- We agree to be open to new possibilities and challenges.
- We make our patients a priority.
- We resist the temptation to be judgmental toward each other, our patients and our colleagues.
- We are committed to the spirit of teamwork.
- When in doubt, we extend grace toward each other equally.
- We agree to be aware of our actions.
- Have fun.
- Agree to help others during down time.
- We agree to stop and get informed consent before we continue with unplanned or

- added treatment. This is to include seating the pt. upright and explaining treatment.
- We agree to respond not to react.
 - We agree to be committed 100% at work each day.
 - We agree to help each other shut down in the evening.