

Below are the checklist to refer for an effective use of problem solving groups. By use of the first checklist, one can keep a track of what to do or not.

Always	Never
1. Deliver on time and alert team ASAP when unexpected delays occur.	1. Tell your teammates or leader how much time and effort you are putting into your assignment.
2. Attend all team meetings on time.	2. Assume the role of resident critic and complainer.
3. Speak up, Speak out, and interact at all team meetings.	3. Wait for someone to tell/ask you what to do next.
4. Take personal interest in planning and problem solving.	4. Delay actions and make excuses.
5. Look for ways to go-the-second-mile on your own.	5. Isolate yourself from the others.

The second checklist below might be used as a statement of consensus against varied aspects for self and group to get effective solutions against a problem.

	Statement	Self	Group
01	I/we seek accuracy of information by adding to or questioning summaries.		
02	I/we seek elaboration by relating to familiar events or asking how others understand material.		
03	I/we ask for additional information or rationale.		
04	I/we seek clever ways of remembering ideas and facts (e.g., posters, visuals, notes, electronic devices, public agendas).		
05	I/we ask other members why and how they are reasoning.		
06	I/we encourage the assigning of specific roles to facilitate better group functioning (e.g., process observer).		
07	I/we ask for feedback in a non-confrontational way.		
08	I/we help to decide the next steps for the group.		
09	I/we diagnose group difficulties regarding tasks.		
10	I/we diagnose group difficulties regarding interpersonal problems.		
11	I/we encourage the generation and exploration of multiple solutions to problems through the use of creative problem-solving strategies.		