

HOW ARE WE DOING SO FAR?

**what we've
managed to do
fairly well so far**

**what we still
need to work at**

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | allocating everyone specific jobs, tasks or responsibilities | <input type="checkbox"/> |
| <input type="checkbox"/> | sorting out a programme, schedule of work or deadlines to aim at | <input type="checkbox"/> |
| <input type="checkbox"/> | sorting out what standards we'll try to reach | <input type="checkbox"/> |
| <input type="checkbox"/> | making sure everyone has their fair say | <input type="checkbox"/> |
| <input type="checkbox"/> | making sure that everyone gets a fair hearing | <input type="checkbox"/> |
| <input type="checkbox"/> | making sure that everyone does their fair share | <input type="checkbox"/> |
| <input type="checkbox"/> | keeping an eye on our progress as a group | <input type="checkbox"/> |
| <input type="checkbox"/> | lending a hand when someone runs into difficulties | <input type="checkbox"/> |
| <input type="checkbox"/> | consulting the tutor when we find we just can't sort something out for ourselves | <input type="checkbox"/> |
| <input type="checkbox"/> | sticking to the deadlines we've set for one another | <input type="checkbox"/> |
| <input type="checkbox"/> | checking that things we've done are up to standard | <input type="checkbox"/> |

Figure 4.9