

Using Electronic Tools to Improve Team Performance

The task of managers, supervisors and team leaders includes planning, organizing, leading, implementing and directing. And in directing there is an idea known as — the review cycle.

Review Cycle

Review cycle means, "The frequency of feedback dictates the quality and speed of results".

If your team is missing timelines for project tasks, either because of poor skills, poor planning, limited resources or lack of motivation amongst your members or you just want to make sure you are on track, you could increase the frequency of your project status review. This way you stay close with your team and assist them solve their problems.

Shorter Review Cycles

The shorter the review cycle the more you are able to anticipate problems, avoid a



catastrophe and meet your goals.

Electronic Tools

Electronic tools such as project management software deployed in local networks or the Internet facilitate review cycles.

Different teams and groups apply review cycles and electronic tools in varying ways. However, managers, supervisors and team leaders will benefit from these tools only when they encourage the free flow of information and exchange of ideas.

Leadership and Motivation

Electronic tools facilitate feedback, self-analysis and quick problem solving. But it is still the task of managers and team leaders to provide leadership and motivation.

Feedback Self-analysis Problem solving

