Collaboration has many benefits, but when we are all so busy, it is not always easy to achieve. Make it easier to work with others by clearly identifying what you want to work with others on, why you want to work with them and how you practically you can achieve this.

Questions to ask include:

1. Do I have the specialist knowledge to do this work?
2. Who has complementary skills and experience to my own?
3. Do I want to collaborate with someone to create the work or to review the work?
4. Am I collaborating with a wide enough breadth of perspectives:
	1. Those impacted by the change
	2. Those helping to develop the change
	3. Those authorising the change
5. Should I try to do some of this work first and then ask for help?
6. Should I collaborate with someone on the scope of the work and then create it for myself?
7. Is the person I want to collaborate with able to objectively evaluate the work?
8. How can I best brief the person on the work that we are collaborating on?
9. How can I organise my schedule to put time aside for working with others?
10. What time am I going to hold back for working by myself?
11. What collaboration tools can we use?
12. Do we need to collaborate synchronously or asynchronously?