

# Overload Competencies Audit

This audit is designed to help you identify your team's strengths and shortcomings with respect to managing and reducing the impact of overload and overwhelm in your workplace. As you complete the audit, reflect on recent team experiences and performance. Think about your individual team members, their relationships with each other, and the work that you tackle together. Place a check mark ✓ beside each competency that you consider to be strong and well developed. Place an ✗ beside those competencies that you believe are missing or underdeveloped. When you're through, look for areas to celebrate and areas to focus on improving.

Managing The Work We Tackle Together	Managing Our Relationships With Each Other	Managing Ourselves As Individuals
<p><b>Visioning</b></p> <ul style="list-style-type: none"> <li>○ Maintaining enviro awareness of forces, trends &amp; changes</li> <li>○ Visualizing outcomes &amp; possibilities</li> <li>○ Defining intentions, purpose &amp; direction</li> </ul>	<p><b>Connecting</b></p> <ul style="list-style-type: none"> <li>○ Developing a strong &amp; trusted support network</li> <li>○ Embracing diversity &amp; seeking collaboration</li> <li>○ Accommodating differences in styles &amp; values</li> </ul>	<p><b>Perceiving</b></p> <ul style="list-style-type: none"> <li>○ Clarifying values, preferences and strengths</li> <li>○ Surfacing underlying beliefs and assumptions</li> <li>○ Tuning in to current state</li> </ul>
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>○ Mapping projects &amp; estimating timelines</li> <li>○ Setting &amp; adjusting priorities</li> <li>○ Scheduling activities</li> </ul>	<p><b>Communicating</b></p> <ul style="list-style-type: none"> <li>○ Crafting clear, concise &amp; backgrounded messages</li> <li>○ Soliciting &amp; providing feedback</li> <li>○ Addressing conflicts</li> </ul>	<p><b>Orienting</b></p> <ul style="list-style-type: none"> <li>○ Directing focus and attention</li> <li>○ Aligning values &amp; actions</li> <li>○ Managing emotions and reactions</li> </ul>
<p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>○ Streamlining processes &amp; uncluttering spaces</li> <li>○ Choosing &amp; using tools &amp; systems</li> <li>○ Managing information</li> </ul>	<p><b>Task Sharing</b></p> <ul style="list-style-type: none"> <li>○ Clarifying expectations &amp; monitoring performance</li> <li>○ Delegating with respect &amp; clarity</li> <li>○ Negotiating reasonable loads &amp; boundaries</li> </ul>	<p><b>Learning</b></p> <ul style="list-style-type: none"> <li>○ Capturing &amp; applying insights in action</li> <li>○ Evaluating outcomes &amp; adjusting approaches</li> <li>○ Seeking &amp; engaging in learning challenges</li> </ul>
<p><b>Maximizing</b></p> <ul style="list-style-type: none"> <li>○ Harnessing technology with positive outcomes</li> <li>○ Meeting productively</li> <li>○ Enhancing accountability &amp; follow through</li> </ul>	<p><b>Appreciating</b></p> <ul style="list-style-type: none"> <li>○ Developing an appreciative mindset</li> <li>○ Savoring experiences &amp; expressing gratitude</li> <li>○ Celebrating successes &amp; accomplishments</li> </ul>	<p><b>Renewing</b></p> <ul style="list-style-type: none"> <li>○ Managing energy gains &amp; drains</li> <li>○ Developing strong self care habits</li> <li>○ Establishing a rhythm of performance &amp; pause</li> </ul>

**Contact Pat (877-728-5289) to share your findings & customize a program to address your team's needs.**