

Collaborative Overload Assessment

For each of the statements, answer yes, no, or sometimes. Give yourself 2 points for yes, 1 point for sometimes, and 0 points for no. Add up your score in each area.

<p>PLANNING</p> <p>Planning is about using structure and rituals to stay organized. Consider how you relate to structure and ritual in general. Do you enjoy processes? Or do you cringe at the thought of too much routinization?</p> <ul style="list-style-type: none"> ✓ Our team has a clear sense of what’s ahead each month ✓ We stick to deadlines and commitments and rarely let things fall through the cracks ✓ My team or organization has a clear policy about sending after hours emails ✓ My team uses cloud software for collaboration and has a well mapped out workflow and training for all users <p>SCORE:</p>	<p>PEOPLE</p> <p>People is about how you relate to others. Are the people in your life a source of positive energy, motivation, and support? Or do they drain your time and energy?</p> <ul style="list-style-type: none"> ✓ I am comfortable saying no, negotiating requests, and making requests of others. ✓ I stay away from gossip, office politics, and drama ✓ Our team communicates precisely via email and online collaboration tools ✓ Our team has an effective approach to integrating remote and on-site staff for meetings and collaboration <p>SCORE:</p>
<p>PRIORITIES</p> <p>Priorities is about intentionally deciding how to spend your time. Consider how you feel about prioritization in general: Are you ruthless about what matters most? Or do you love keeping your options open? The tough thing about time is that it is finite. Accept that you have to make choices.</p> <ul style="list-style-type: none"> ✓ We spend time working on key priorities and goals that move the needle for our organization, our team, or my own performance and growth. ✓ I complete tasks even when I don’t want to do them. ✓ My organization or team has clear rationales for how we use our time ✓ I understand and accept the trade-offs that I make when choosing how to spend my time. <p>SCORE:</p>	<p>BEING PRESENT</p> <p>Being Present means paying attention to the people in front of us, focusing on the tasks at hand, and managing our emotions in the moment. It requires us to notice and tolerate feelings of discomfort so that we don’t engage in reactive patterns of distraction, perfectionism, procrastination, or rumination.</p> <ul style="list-style-type: none"> ✓ Our team schedules work according energy levels ✓ Our team is focused and engaged in meetings and not multi-tasking ✓ We have distraction free environment and time needed to complete the things that require focus or strategic thinking. ✓ When I have free time, I know how to use it productively or restoratively. <p>SCORE:</p>

