BURNOUT BUSTING BOOTCAMP

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Legendary Leaders

Joker Effect Worksheet

Triggers List

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Relievers List

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Scale it Out

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0     1     2     3     4     5     6     7     8     9     10
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Role Ambiguity Worksheet

LEGENDARY LEADERS
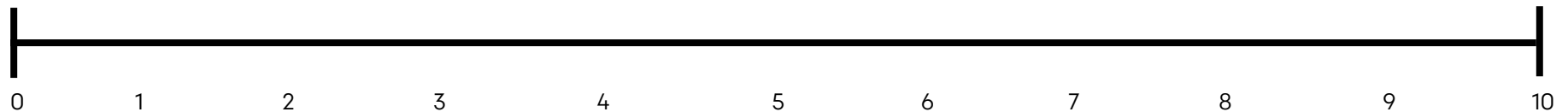
Instructions:

Gather a group of your leaders or team members together and distribute this worksheet to each of them. Invite them to:

- Take 10 minutes to reflect on and answer the following questions individually.
- Share your insights with a small group (3-4 people) for 15 minutes. Use a whiteboard or flipchart to record your insights
- As a group, develop an action plan to address the most pressing areas of role ambiguity.

Part 1: Individual Reflection

1. What are the top 3 sources of role ambiguity you've observed in your team?
   a. _____
   b. _____
   c. _____

2. How does this role ambiguity impact your team's:

   ○ Performance:

   ○ Morale

   ○ Stress Levels:

3. Think of a specific instance where role ambiguity caused a problem. Briefly describe:

   ○ The situation:

   ○ The outcome:

   ○ How clearer roles might have changed the outcome:

4. On a scale of 1-10 (1 being very unclear, 10 being very clear), how would you rate:
   - Your team's understanding of their individual responsibilities: ___
   - Your team's understanding of how their work contributes to organizational goals: ___
   - Your own clarity on your role and expectations: ___

5. What are 3 specific actions your team or leaders could take to reduce role ambiguity in your team?

   a.

   b.

   c.

Role Ambiguity Worksheet

Part 2: Group Discussion

1. Share your top sources of role ambiguity. What common themes emerge?
2. Discuss the impacts of role ambiguity you've observed. Are there any surprising similarities or differences?
3. Share your ideas for reducing role ambiguity. Which strategies seem most promising?

Part 3: Action Planning

As a group, agree on:
1. The top priority area to address role ambiguity:
2. Three specific actions to take: a. b. c.
3. How you will measure success:
4. Timeline for implementation and review:

Remember: Addressing role ambiguity is an ongoing process. Commit to regularly revisiting this topic with your team to ensure continued clarity and alignment.

Notes:

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Values and Workplace Behaviours

Instructions:

This list can serve as a valuable reference for leaders trying to interpret their employees' actions in relation to underlying values.

It's **important to note that these behaviors are indicative rather than definitive**. An individual's actions may stem from multiple values, and the same behavior might have different motivations in different contexts or for different people. Because ot that, **none of the suggested associations between values and behaviours should be interpreted as perfectly correlative.** They are simply suggestions to consider.

Value 1: Family

Observable Behaviours

- Prioritizes work-life balance
- Takes personal calls during work hours to handle family matters
- Displays family photos in their workspace
- Utilizes flexible work arrangements for family commitments
- Leaves work on time consistently to be with family
- Organizes or participates in company family days
- Mentors colleagues on balancing work and family life
- Supports colleagues dealing with family emergencies
- Proposes childcare facilities or benefits
- Advocates for family-friendly policies

Value 2: Honesty

Observable Behaviours

- Admits mistakes readily
- Provides transparent feedback
- Reports discrepancies or errors, even when inconvenient
- Refuses to engage in office gossip
- Communicates openly about project challenges
- Maintains accurate time and expense reports
- Gives credit to others for their ideas and contributions
- Declines to make promises they can't keep
- Speaks up about unethical practices
- Shares both positive and negative aspects when reporting on progress

Value 3: Respect

Observable Behaviours

- Listens attentively during meetings
- Uses inclusive language
- Acknowledges others' contributions
- Knocks before entering a colleague's office
- Respects diverse opinions and viewpoints
- Maintains appropriate personal space
- Addresses colleagues by their preferred names/pronouns
- Refrains from interrupting others
- Shows up on time for meetings and appointments
- Cleans up after themselves in common areas

Values and Workplace Behaviours

Value 4: Responsibility

Observable Behaviours

- Consistently meets deadlines
- Volunteers for additional tasks
- Takes ownership of projects
- Follows through on commitments
- Proactively communicates progress and setbacks

- Arrives prepared for meetings and presentations
- Manages their time effectively
- Seeks solutions rather than blaming others
- Takes initiative to solve problems
- Ensures their work is thorough and accurate

Value 5: Freedom

Observable Behaviours

- Prefers flexible work arrangements
- Resists micromanagement
- Proposes innovative solutions
- Seeks autonomy in decision-making
- Encourages open dialogue and brainstorming
- Encourages experimentation and calculated risk-taking

- Supports remote work options
- Advocates for self-directed learning opportunities
- Respects others' boundaries and work styles
- Promotes a culture of trust over constant supervision
- Encourages open dialogue and brainstorming

Value 6: Harmony

Observable Behaviours

- Mediates conflicts between team members
- Promotes collaborative work environments
- Avoids confrontational language
- Seeks consensus in group decisions
- Organizes team-building activities
- Finds compromises in conflicting situations

- Adapts communication style to different colleagues
- Celebrates team successes collectively
- Encourages a positive work atmosphere
- Addresses interpersonal issues privately and respectfully

Value 7: Security

Observable Behaviours

- Prioritizes workplace safety measures
- Shows interest in long-term career prospects within the company
- Adheres strictly to data protection protocols
- Saves portion of salary for retirement
- Advocates for robust cybersecurity measures

- Supports emergency preparedness initiatives
- Seeks clarity on job responsibilities and expectations
- Maintains confidentiality of sensitive information
- Proposes or participates in workplace wellness programs
- Expresses concern for job stability during organizational changes

Value 8: Tradition

Observable Behaviours

- Appreciates long-standing company rituals
- Mentors newer employees in "how things are done here"
- References past successful practices
- Maintains established dress codes
- Participates actively in company anniversary celebrations

- Resists rapid organizational changes
- Preserves and shares company history and stories
- Adheres to traditional hierarchical structures
- Values long-term employees' experiences
- Prefers tried-and-tested methods over new trends

Value 9: Achievement

Observable Behaviours

- Sets ambitious personal and team goals
- Celebrates milestones and successes
- Seeks performance feedback regularly
- Pursues professional development opportunities
- Tracks and measures personal and team progress

- Volunteers for high-visibility projects
- Consistently exceeds performance expectations
- Seeks recognition for team accomplishments
- Proposes stretch goals for the department
- Maintains a record of or communicates personal and professional achievements

Value 10: Wisdom

Observable Behaviours

- Offers thoughtful advice to colleagues
- Considers long-term consequences of decisions
- Shares knowledge and experience freely
- Approaches problems with patience and reflection
- Seeks to understand root causes before acting

- Mentors less experienced colleagues
- Continues to learn and stay updated in their field
- Provides historical context for current challenges
- Encourages critical thinking and analysis
- Balances innovation with practical considerations

Value 11: Compassion

Observable Behaviours

- Offers support to struggling colleagues
- Expresses genuine interest in colleagues' well-being
- Volunteers for charitable company initiatives
- Listens actively to others' concerns
- Promotes mental health awareness in the workplace

- Accommodates colleagues' personal circumstances
- Shows empathy in difficult situations
- Offers to help with others' workloads during crises
- Supports flexible arrangements for caregivers
- Advocates for inclusive policies

Values and Workplace Behaviours

Value 12: Justice

Observable Behaviours

- Speaks up against unfair practices
- Addresses biases in hiring and performance reviews
- Advocates for transparent promotion processes
- Holds all team members accountable to the same standards
- Promotes diversity and inclusion initiatives

- Ensures equal distribution of tasks and resources
- Ensures equal access to opportunities for all team members
- Advocates for fair compensation practices
- Supports ethical business practices, even at a cost
- Supports whistleblowing policies

Value 13: Loyalty

Observable Behaviours

- Defends the company's reputation externally
- Stays with the organization long-term
- Aligns personal goals with company objectives
- Speaks positively about the company to outsiders
- Respects and upholds company values consistently

- Actively participates in company events and initiatives
- Shows pride in company products or services
- Maintains confidentiality about internal matters
- Supports new initiatives even if personally challenging
- Goes above and beyond during crises

Value 14: Independence

Observable Behaviours

- Prefers to work on solo projects
- Takes initiative without being prompted
- Resists groupthink in meetings
- Develops unique approaches to tasks
- Makes decisions confidently within their realm of responsibility

- Seeks opportunities for self-directed work
- Proposes original ideas and solutions
- Manages their own time and priorities effectively
- Prefers minimal supervision
- Takes ownership of their professional development

Value 15: Growth

Observable Behaviours

- Actively seeks feedback for improvement
- Pursues learning opportunities and new skills
- Embraces challenging assignments
- Mentors others to develop their potential
- Stays updated with industry trends and developments

- Adapts quickly to new technologies or processes
- Volunteers for cross-functional projects to broaden experience
- Reflects on failures as learning opportunities
- Seeks out constructive criticism
- Sets personal development goals regularly

"The most powerful thing we will ever do for others is to fully understand why they do what they do. Completely and totally. Then, and only then, can we create a roadmap with them to help them achieve what they never though possible, but what we knew they could do all along."

Jay Timms MA, MS

Burnout Symptom Survey

LEGENDARY LEADERS

Instructions:

Read each question carefully and place a check mark in the circle that matches how you feel. Then write the corresponding number in the last column. Total the score at the bottom of page 2. Bring this sheet to your next meeting with one of our consultants to review.

	Never 1	Sometimes 2	Often 3	Usually 4	Always 5	Score
I feel emotionally drained at the end of the workday	◯	◯	◯	◯	◯	☐
I feel detached or cynical towards my colleagues.	◯	◯	◯	◯	◯	☐
I don't feel like my work is making a difference.	◯	◯	◯	◯	◯	☐
I experience frequent headaches.	◯	◯	◯	◯	◯	☐
I find it difficult to concentrate or focus on tasks	◯	◯	◯	◯	◯	☐
I find it difficult at times to empathize with others.	◯	◯	◯	◯	◯	☐
I find I have less energy than I used to have.	◯	◯	◯	◯	◯	☐
I doubt my abilities and competence.	◯	◯	◯	◯	◯	☐
I experience changes in my appetite (increase or decrease).	◯	◯	◯	◯	◯	☐
I feel a sense of apathy or indifference towards my work.	◯	◯	◯	◯	◯	☐

Burnout Symptom Survey

LEGENDARY LEADERS

	Never 1	Sometimes 2	Often 3	Usually 4	Always 5	Score
I experience frequent mood swings or irritability.	○	○	○	○	○	
I feel a lack of accomplishment or satisfaction with my work.	○	○	○	○	○	
I often get colds or infections or have a week immune system.	○	○	○	○	○	
I feel irritated or impatient with people.	○	○	○	○	○	
I find it difficult to concentrate or focus on tasks	○	○	○	○	○	
I find it difficult at times to empathize with others.	○	○	○	○	○	
I have a sense of being on autopilot at times at work.	○	○	○	○	○	
I feel like I am not learning or growing professionaly	○	○	○	○	○	
I experience digestive problems (heartburn, diarrhea, etc.)	○	○	○	○	○	
I have lost interest in my career.	○	○	○	○	○	
					Total	