

Your *Monthly Activation* is here!

The **purpose** of the monthly activation is to bring **awareness** to the elements that will hinder or expand your professional, and personal growth. Take some time to review your document and reflect on the changes you can make to impact both your personal scores and how you can help those around you impact theirs.

REMINDERS

Your vital and personal scores are **never** delivered back to the organization. The **only place** your individual vital and theme scores show up are on **this** document. You can choose to share those numbers with others, or you can reflect yourself.

It is **your responsibility** to ensure you are answering your monthly challenge question with the person assigned. There is a reason the connection was made. Make it a priority to find the time and connect.

Personal Scorecard

Vitals

Vital	Prior Grade	Current Grade	Description
Bandwidth	D	D+	The capacity to perform your required tasks on time
Stress	B-	B-	Physical, emotional, or psychological strain
Work Life Balance	B+	A-	Managing the demands between your personal and professional life

Key:

- A Excellent
- B Very Good
- C Good
- D Fair
- F Poor

Activation question

What do you do in your spare time?

Instructions:

1. Review your monthly challenge question and prepare your response with an example or two.
2. Share your answer and example with your connection for this month
3. Have that person answer their monthly challenge question
4. Feel free to respond with your experience to their question.

Your Manager

This Month's Connection

Skill activation

Choose honesty over harmony.

Communication

Organizational Comparison

The act of transferring information from one place, person, or group to another. Communication involves a sender, message, recipient, and often forgotten, confirmation. The best rule for communication is to keep it accurate, effective, and unambiguous. Let's look at how people feel communication is going.

Where I fit...

Organizational
Grade
B

Your Team's
Grade
B

Your Individual
Grade
A

Here are three steps to strengthen communication. 1. Make sure your facts are facts, not opinions. When we communicate out false information, we lose trust from those we communicate with. Take the time to confirm the facts. 2. Be effective with your communication. Ensure there is an action or ask within the communication; "Please read, please respond, please follow up with...." Let readers know what your expectations are for them. 3. Unambiguous means to not be open to more than one interpretation. Be clear with your messaging. Don't make someone read through the lines. Keep it clear and to the point.



You are aligned with: Operational

Communication

Team Development

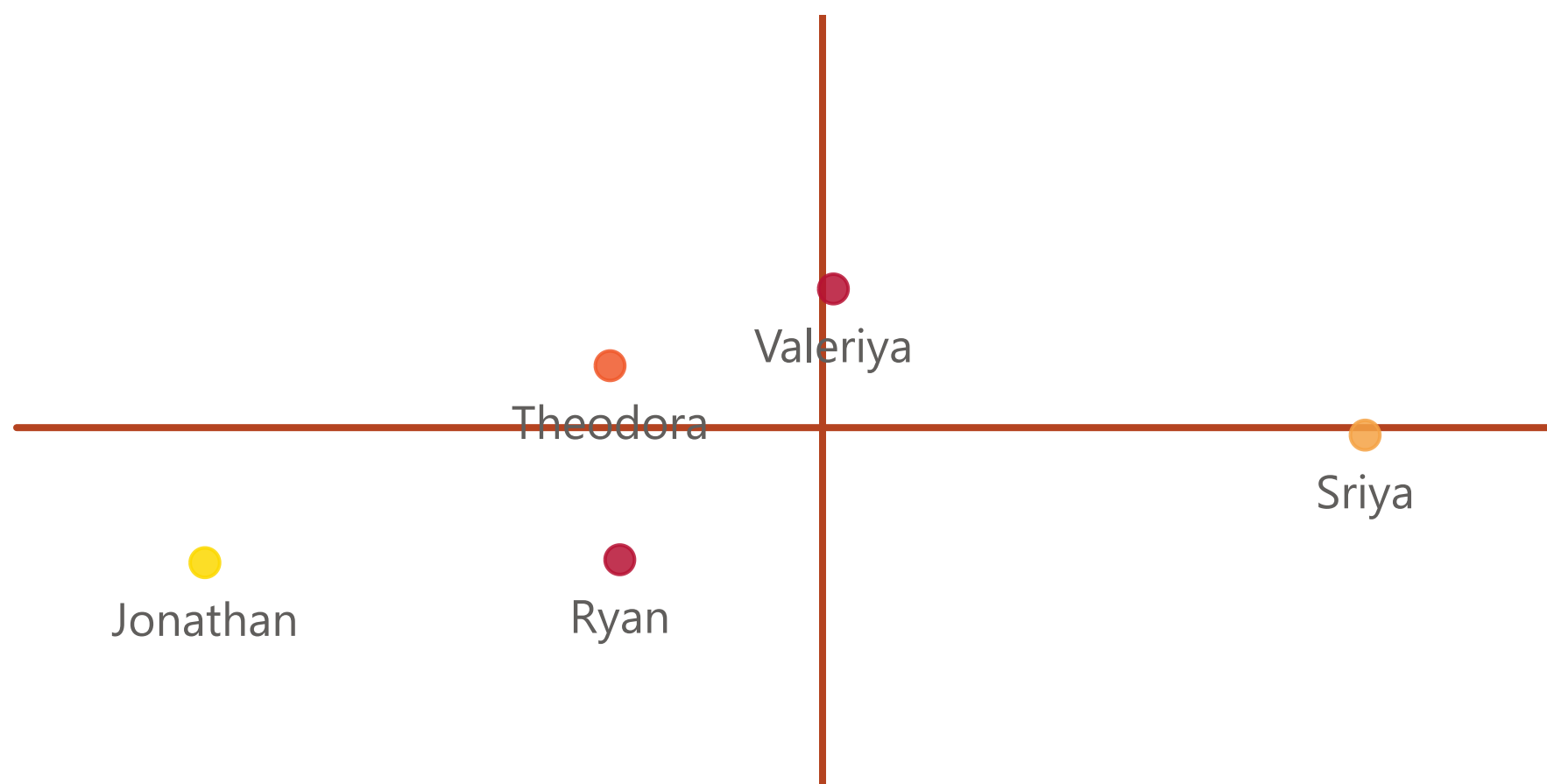
When individuals exhibit different communication styles, it's easy for conflict or misunderstandings to occur. Understanding that individuals prefer different communication styles can help us to effectively interact with someone who has a different style. When communicating, consider what others need and appreciate. It may also help you understand why others communicate the way they do.

Activate your team by...

Role: ● Manager ● Me ● Peer ● Skip Manager

Conversations should be direct and straightforward, using a confident and assertive tone

Use a serious, businesslike demeanor and ask strictly objective questions to fully understand what they are thinking



Project a casual tone, use humor and personal anecdotes frequently, and describe past events with colorful language

Use a calm, agreeable, warm tone and be very considerate of their feelings, asking questions to understand where they may have concerns or thoughts

Team activation

Go around the group and answer: What is one of your fears?

Appendix

Vitals impact your ability to perform and perform over time. Measuring stress, bandwidth and work life balance are important indicators on both your physical and emotional ability to perform tasks. They are also all interconnected, meaning one impacts the other. We are all responsible for our own vitals. The organization can not change those for us, but can help create the environment to thrive if you identify what you need from the organization and ask for it. We'll help with that.

Stress is measured by the demands you feel are placed on you. Every individual has demands, but letting those demands overtake our thoughts lead to stress. Challenge yourself with questions such as:

- What is the root of my stress? Expectations put on me? Expectations I put on myself?
- Do I have too much on my plate? If so, what can I take off it?
- Am I saying “yes” when I really need to say “no”.
- Do I need additional skills to feel like I can get done what I need to get done? Have I asked for help in getting them?

When someone says “yes” when they mean “no”. The likelihood is they are taking something on that they don't have bandwidth (physical or emotional) to accomplish.

Bandwidth is your working capacity. If your grade is good, you have the “right” amount of work, for you. If your score is poor, it's because you either have too much, or too little on your plate. If you have too much on your plate, you have no more bandwidth and will likely burnout. This is a good time to say “no”. Even if you feel like you can't or shouldn't. If you don't have enough on your plate, you will likely feel disconnected, and potentially, a sense of irrelevance increasing stress levels. Find that balance.

Work life balance is important in many ways and everyone has their own preferences for what the balance looks like. If your score is high, you're finding the time to recharge your batteries and show up for your personal commitments. If your score is low, your battery is draining, hindering your ability to get your job done or show up for your commitments. It's up to each of us to make the time to find that balance. Recharging looks different to each person. It may be activities such as exercising, watching a movie, reading a book, meditating, catching up with friends, gardening, or playing with your children or dogs. When we don't find the time to recharge, our battery dies causing stress levels rise for us and those around us.

The Activation question is something you are telling sayhii you need to talk about. The question is meant to open a conversation around a need that you have.

The Activation skill is something to try. These are based on personality traits and meant to create a more inclusive environment while paying attention to details that can have larger impacts on your team or those you work with.

The second page is a view of how the organization feels towards a specific theme.

The third page shows you how to change behaviors when connecting with teammates. No two teammates are the same, we can all improve on how we interact. Know what people appreciate or what you can work on, will only make your team more cohesive, increase your ability to communicate, and drive collaboration.

Enjoy your **team activation**, you'll learn more about your teammates, how you can support them, and the value they bring.