

# Preventing Overwhelm

It's important to identify when irritations and issues are stacking up. We can then deal with them before they lead to larger problems.

Tick as many of the following working areas that are an issue for you at the moment:

- Frequency of online meetings
- Lack of time for reflection, taking stock, creating ideas, preparation or creating options
- Lack of deeper thinking time for analysis, creativity or weighing alternatives
- Saturation, energy depletion and exhaustion
- Reactivity, handling problems and firefighting, new challenges
- Work/life balance
- Work environment issues
- Interactions are limited in variety
- Less diverse discussions and inclusivity
- Groupthink (reaching a consensus without critical reasoning or evaluating consequences/alternatives)
- Less innovation, constructive conflict and problem-solving
- Stress and worry

**Think:**

As an individual, how can I stop myself from being overwhelmed by these factors?

What do I need to help resolve those factors beyond my control?

# What are my needs in virtual meetings?

**Part One: Identifying My Preferences (circle which option represents your preference):**

*Speak – think – speak*

*Think – speak – think*



*I find too little interaction stressful*

*I find too much interactivity stressful*



*Work in sub teams to achieve more*

*Work as a large team to achieve more*



*Clarity of meeting agendas*

*Work to a looser format*



*Create space for all members to contribute naturally*

*Allow contributions to flow*



*Have a wide range of facts to hand*

*Discuss facts/opinions as they arise*



*Rely exclusively on facts*

*Discuss emotional aspects too*



**Other factors:**

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**Part Two: How are my communication preferences impacted by virtual working/meetings?**

*Circle your overall communication preferences:*

*I prefer to offer objective viewpoints*

*I prefer to offer subjective viewpoints*



*I prefer communication to be systematic*

*I prefer communication to be spontaneous*



**I desire communication to:**

*Move more quickly*

*Move at a more measured pace*



**How has this changed in reality, when doing virtual work or in online meetings?**

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# What are my needs in virtual meetings?

## Part Three: Identifying Triggers

I feel more stressed or irritated when:

	Yes	No
<i>Requirements are too vague</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Objectivity is absent</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Decisions are not made in a timely manner</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>There's too much reactivity and we move into change process too quickly</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Others expect me to be as energized about a crisis as they are</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>There is little recognition of my contribution</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>People are more concerned about unnecessary detail and don't get to the point</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>I feel I can't voice my opinion because of time issues</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>I feel overwhelmed by being expected to hop from meeting to meeting</i>	<input type="checkbox"/>	<input type="checkbox"/>

## Part Four: Next Steps

What can I share with my leader?

*This is my need...*

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*This is how it impacts me...*

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*This is what would help to resolve this...*

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*As my leader, you could support me by...*

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