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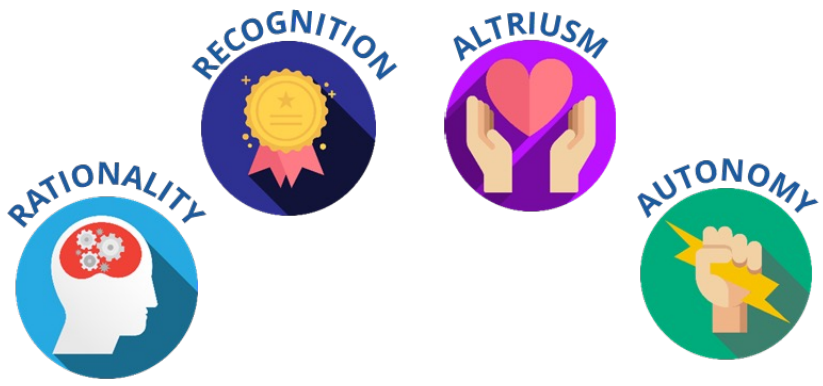
Team Insights Report

Report for: Southeast Region
Company: World Industries
Assessment Dates: June 3-10, 2025

Motivation Decoded

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Welcome to Your Team Motivation Insights



Thank you for investing time in your motivation insights and taking steps to create a work environment that drives your team's engagement, productivity and overall success.



The MotiveX Motivation Assessment analyzes what drives employee motivation, identifying how well employees' ideal motivators align with their current workplace experiences. It highlights areas of motivational gaps or overloads, offering actionable insights and recommendations for improvement.

Introduction

Understanding team motivation is essential for fostering engagement and productivity. Aligning the current workplace experience with highly desired motivators is proven to boost performance, improve retention, and strengthen team engagement.

Understanding the 5-Point Likert Scale

This report uses a 5-point Likert scale to measure two motivational states:

- **Ideal Motivation Level**: How much an employee ideally wants a specific motivator (e.g., Recognition, Collaboration) in their work environment.
- **Current Motivation Level**: The extent to which an employee perceives this motivator to exist in their current work environment.

Each motivator is rated on a scale of 1 to 5 (1 = Very Low, 5 = Very High).

Interpreting Motivational Alignment, Gap, or Overload

With this report, you gain a clear view of the level of your team’s motivational alignment, enabling you to make decisions that enhance both individual engagement and team performance.

- **Motivation Alignment:** When Ideal and Current ratings are similar (e.g., Ideal = 4, Current = 4), the employee’s motivational needs are well met.
- **Motivation Gap**: When Ideal is higher than Current (e.g., Ideal = 5, Current = 3), the employee desires more of this motivator, which signaling potential disengagement.
- **Motivation Overload:** When Current Motivation levels exceeds Ideal Motivation Levels (e.g., Ideal = 3, Current = 5), the employee is experiencing more of this motivator than they desire, which can lead to stress and/or burnout.

Thank you for reviewing these insights and taking steps to create a work environment that drives individual, team and organizational success!

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Introduction to The MotiveX Motivators



Altruism: The drive to assist and uplift others within the workplace.

- **Key Behaviors**: Mentoring, supporting colleagues, contributing to team success, and enhancing group morale.
- **Ideal Environment**: Collaborative teams where helping others is encouraged and valued.



Autonomy: The need for self-direction and independence in work.

- **Key Behaviors**: Setting personal goals, choosing methods for task completion, and thriving in less restrictive work environments.
- **Ideal Environment**: Flexible settings that empower individual choice and limit unnecessary oversight.



Collaboration: The motivation to work cohesively with others toward shared goals.

- **Key Behaviors**: Engaging in teamwork, fostering strong relationships, and participating actively in group problem-solving.
- **Ideal Environment**: Team-oriented workplaces where cooperation and relationship-building are prioritized.



Influence: The desire to impact organizational decisions meaningfully.

- **Key Behaviors**: Participating in decision-making, shaping policies, and engaging in strategic discussions.
- **Ideal Environment**: Inclusive workplaces where employee voices are valued, and input is solicited.



Innovation: The drive to create, experiment, and bring new ideas to life.

- **Key Behaviors**: Proposing creative solutions, experimenting with new methods, and valuing imagination in work tasks.
- **Ideal Environment**: Innovative workplaces that support risk-taking and encourage the exploration of new ideas.



Learning: The motivation to continuously acquire new skills and knowledge.

- **Key Behaviors**: Seeking growth opportunities, engaging in training, and pursuing skill advancement.
- **Ideal Environment**: Learning-focused settings that offer training programs, mentorship, and room for professional development.



Ownership: The drive to take responsibility and ensure project completion.

- **Key Behaviors**: Taking initiative, assuming responsibility, and valuing projects from start to finish.
- **Ideal Environment**: Environments where employees are given accountability and can oversee projects entirely.



Purpose: The motivation to align one's work with personal & organizational values.

- **Key Behaviors**: Connecting daily tasks to a broader mission, staying committed to organizational goals, and deriving meaning from work.
- **Ideal Environment**: Purpose-driven organizations where employees can see the impact of their contributions.



Rationality: The motivation for decision-making grounded in logic and evidence.

- **Key Behaviors**: Using data for problem-solving, preferring analytical approaches, and valuing factual, rather than emotional, reasoning.
- **Ideal Environment**: Structured settings where clear data and objective decision-making are emphasized.



Recognition: The need for acknowledgment and appreciation for contributions.

- **Key Behaviors**: Celebrating achievements, valuing regular feedback, and seeking or giving validation for good work.
- **Ideal Environment**: Recognition-oriented environments that celebrate accomplishments and consistently value employee contributions.

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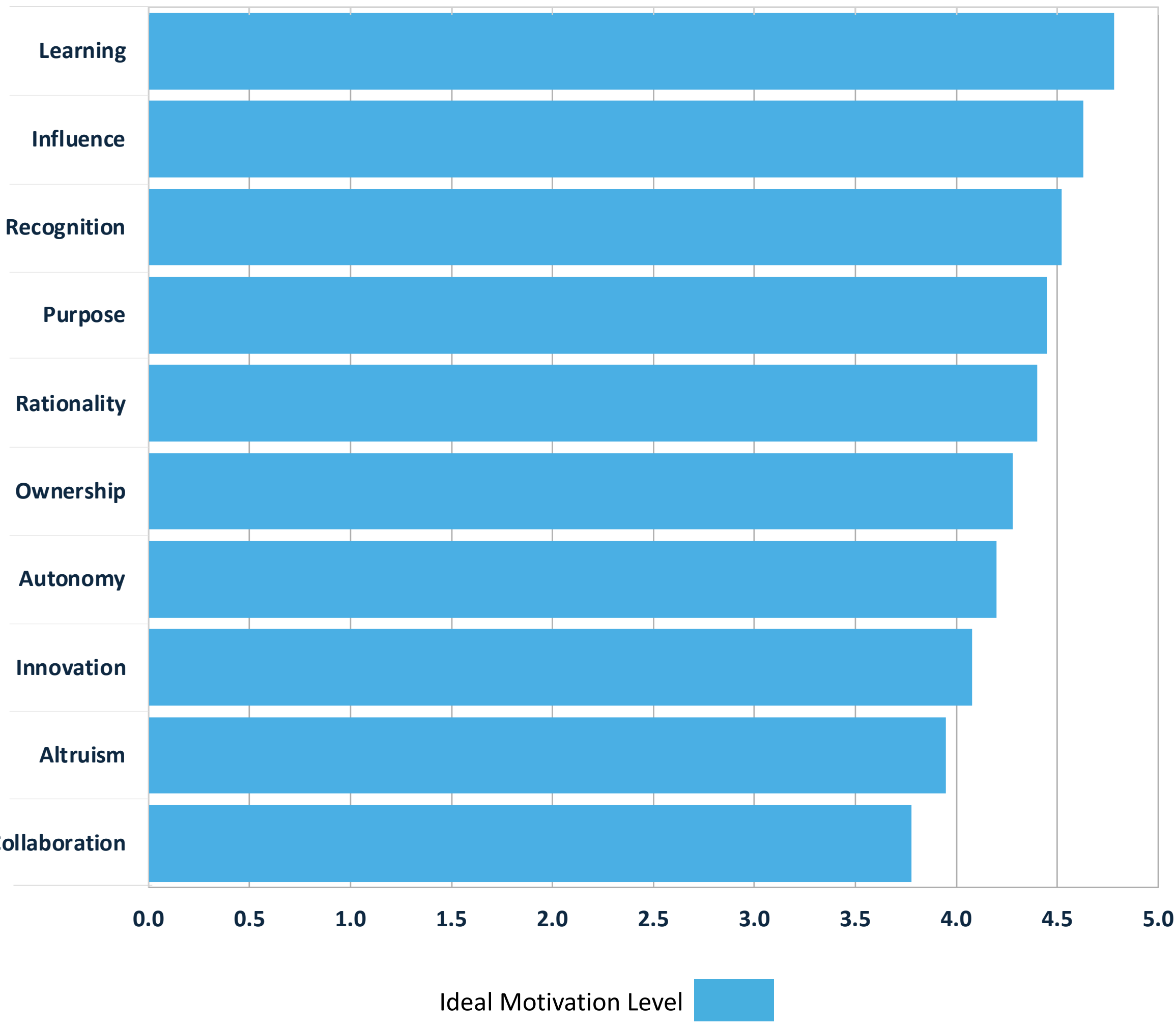
Understanding Your Team's Ideal Motivation

Your team's Ideal Motivation chart below reveals the ten MotiveX motivational drivers ranked in order of how much each one matters to your team in their ideal work environment.

Each motivational driver is rated on a Likert scale from 1 to 5:

- 1 = motivator has no importance in their ideal work environment and could serve as a detractor.
- 2 = motivator has minor importance in their ideal work environment
- 3 = motivator has moderate importance in their ideal work environment
- 4 = motivator has importance in their ideal work environment..
- 5 = motivator has high importance and plays a major role in keeping them engaged and fulfilled.

This chart reflects what drives them most at work. The higher the motivator is on the list, the more it likely influences their sense of fulfillment and commitment in their role. Understanding your team's top motivators will help you align with the team's needs, make the most of development opportunities, and shape career paths that feels rewarding and meaningful.



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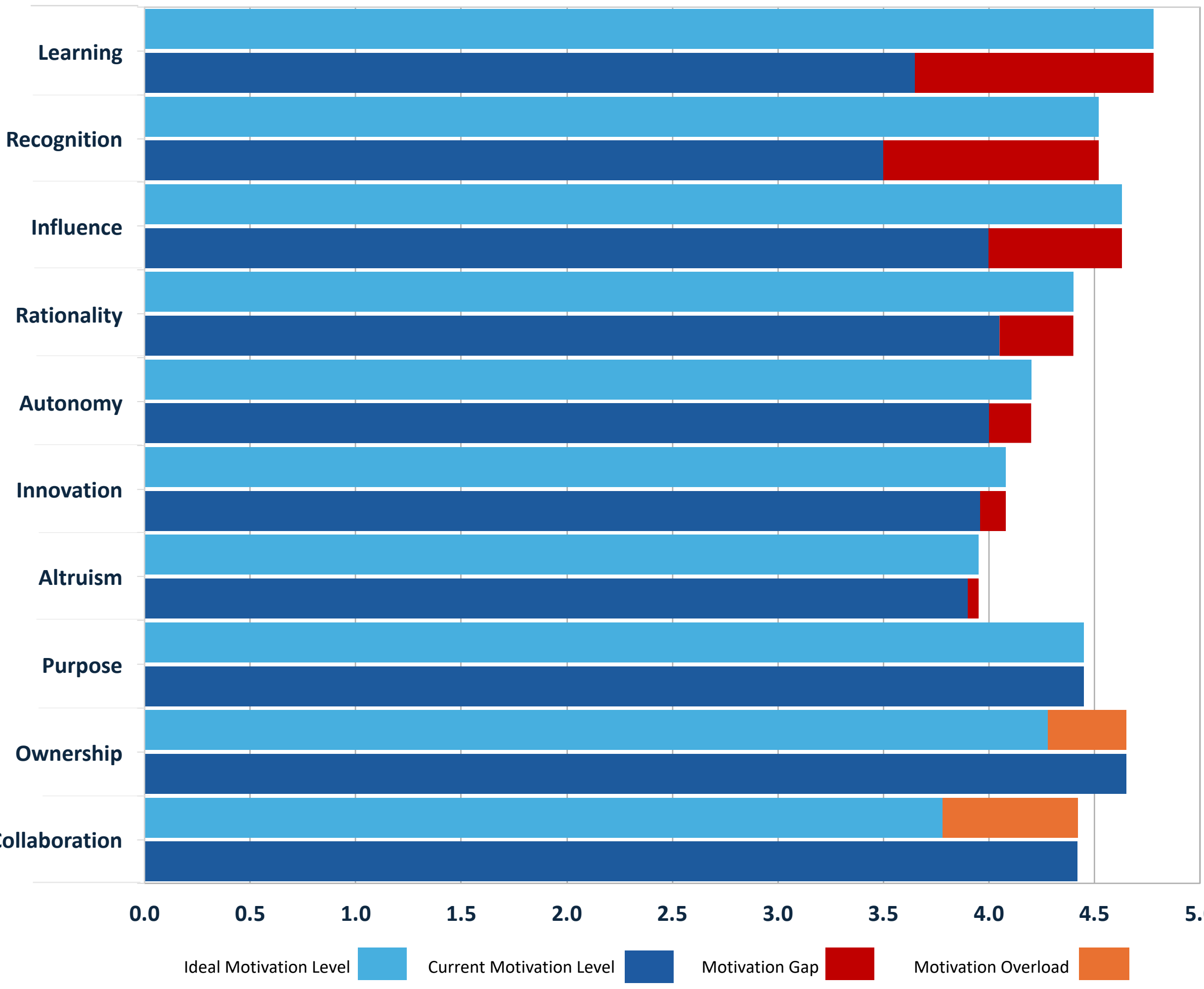
Understanding Your Team's Motivation Insights

The chart below provides insight into how well your team's current work environment aligns with their ideal motivators. It’s organized into three areas and sorted by the degree of the gap, alignment and/or overload:

Alignment:
- Shows where their current work environment meets their ideal motivational level.
- This indicates their needs are well supported, helping them stay engaged in their role.

Motivational Gap (Misalignment):
- Highlights areas where there’s a gap between what they ideally desire and what they’re currently experiencing in their role or work environment.
- These gaps indicate where more support or resources will enhance their motivation.

Motivational Overload (Excess):
- Indicates where they are experiencing more of a motivator than desired.
- Motivation Overload can lead to stress and/or burnout.



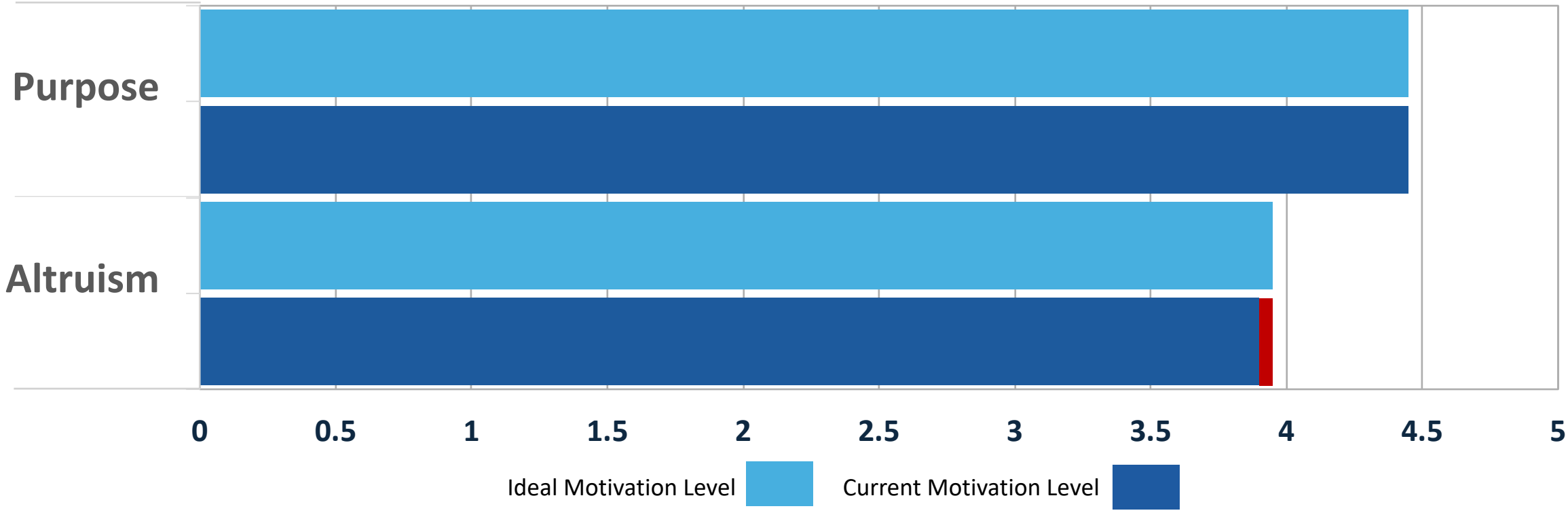
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Understanding Team Motivational Alignment

The chart below shows the motivational drivers that are well aligned within your team.

Alignment:

- Shows where your current work environment meets your ideal motivational level.
- Indicates your needs are well supported, helping you stay engaged in your role.



Ensuring Alignment for Your Team

Maintaining alignment with team members' motivators requires awareness, intentional leadership, and a supportive environment. As a manager, you play a key role in helping team members stay connected to what drives them, ensuring they remain engaged and productive without experiencing gaps (lack of motivation) or overload (burnout).

Encourage Regular Reflection and Goal Setting

Motivators can shift over time based on changing career goals and personal priorities. Helping employees reflect ensures ongoing alignment.

- Set aside time (monthly or quarterly) to discuss their core values, interests, and long-term goals.
- Ask guiding questions like, *"What aspects of your work energize you?"* and *"Are you focusing on tasks that align with your strengths and passions?"*
- Support employees in adjusting their goals based on these insights to maintain meaningful and achievable career progress.

Intentionally Provide Growth and Alignment Opportunities

Encouraging continuous development and aligning work with an employee's motivators keeps them engaged and fulfilled.

- Offer projects, tasks, or responsibilities that align with their motivators and strengths.
- Support development through training, coaching, or mentorship that aligns with their professional growth.
- Regularly check in to discuss career aspirations and identify ways their current role can support long-term goals.

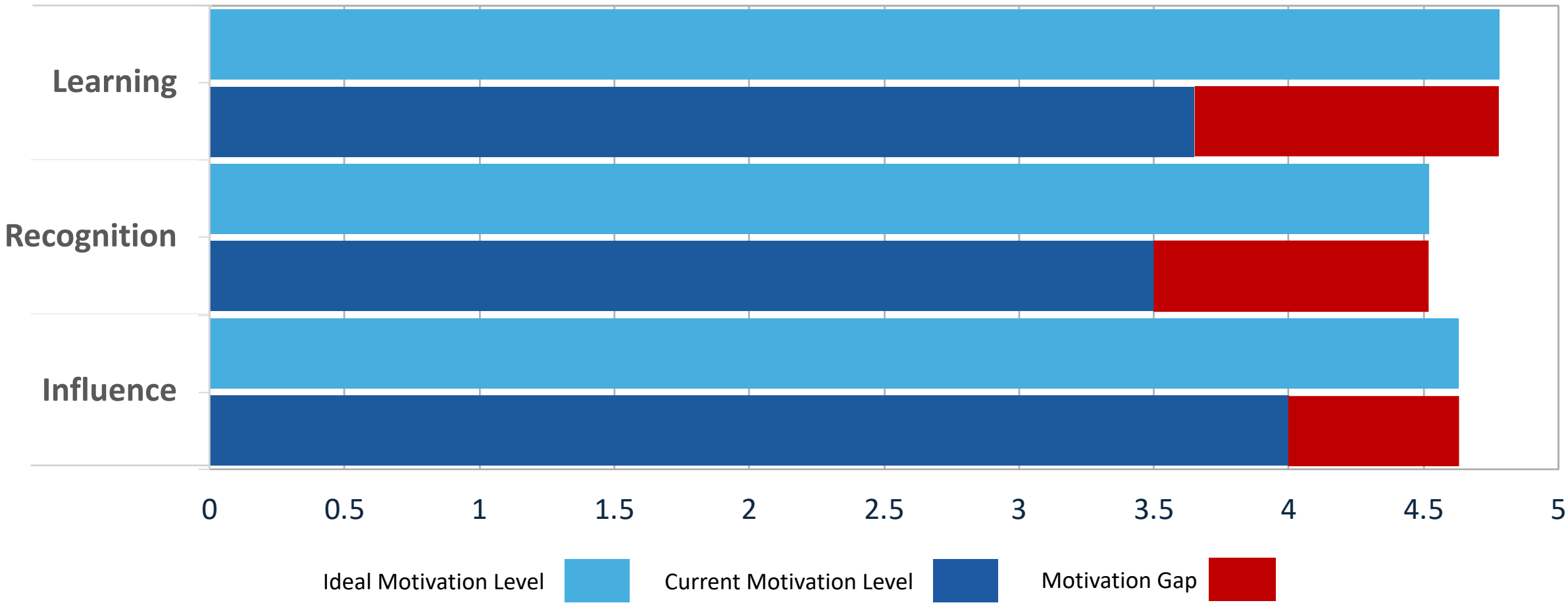
By proactively engaging employees in motivational alignment, you help sustain their enthusiasm, performance, and connection to the organization.

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Your Team's Top Motivation Gaps

The bar chart below shows a comparison between what motivates your team in their ideal work environment (represented by **light blue**) and what they perceive exists in their current work environment (represented by **dark blue**). The Motivation Gaps (represented by **red)** reveal the extent of the motivational misalignment they are experiencing.

We encourage you to monitor <u>all</u> gaps that exist with a primary focus on the top gaps noted below.



Driver	Impact
Learning 	Employees may feel stagnant and unchallenged, decreasing their motivation and long-term retention.
Recognition 	Employees may feel undervalued and unappreciated, decreasing motivation and productivity.
Influence 	Employees may feel powerless and unheard, reducing their willingness to contribute and take initiative.

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Top Motivation Gaps – Activation Recommendations

The activation recommendations below contain the top three actions you can take to reduce the motivational gap for the top three drivers of motivational misalignment. Review the suggestions below to generate ideas that are relevant to your role, organization and needs and formalize goals to reduce the gaps.

Gap	Team Recommendations
Learning 	• **Foster growth by setting clear learning goals through open conversations:** Discuss aspirations and challenges, recommend training, and create a learning plan with allocated resources. Encourage sharing insights to build a collaborative, knowledge-driven team culture. • **Offer regular feedback and guidance:** Schedule consistent one-on-one check-ins to assess the employee's progress toward their learning goals. Use these meetings to provide constructive feedback on their strengths and areas for improvement. • **Facilitate cross-functional learning:** Encourage cross-functional learning by guiding employees to engage in collaborative projects that align with their development goals. Debrief to reflect, apply key takeaways, and identify growth areas, ensuring meaningful, skill-enhancing experiences.
Recognition 	• **Proactively Acknowledge Contributions** – Regularly recognize employees for their efforts and accomplishments in both formal and informal ways. Acknowledge contributions publicly in meetings, team updates, or company-wide communications to reinforce the value of their work. • **Create Clear and Equitable Recognition Practices** – Establish transparent recognition criteria and ensure that recognition is given consistently across all levels. Encourage peer-to-peer recognition and implement structured programs that highlight different types of contributions. • **Encourage Visibility and Growth** – Support employees in taking on high-impact projects and provide them with opportunities to showcase their work. Offer mentorship, sponsorship, and platforms (e.g., leadership meetings, client presentations) where they can gain greater recognition for their contributions.
Influence 	• **Engage the employee in strategic discussions and relationship building:** Engage the employee in strategic discussions by involving them in planning, brainstorming, and decision-making aligned with their expertise. Facilitate connections with key stakeholders and opportunities to present to senior leadership, fostering exposure, credibility, and a sense of ownership in organizational goals. • **Share the company vision and involve employee(s) in decisions impacting their work:** Communicate the company vision clearly and ensure employees understand how their roles contribute to and impact the overall goals. Actively involve them in decisions that affect their work, giving them a voice and fostering a sense of ownership and engagement in the process. • **Recognize and implement their ideas:** Doing this demonstrates that their input is valued and impactful. Actively seek out their suggestions and acknowledge their contributions publicly when appropriate. When feasible, implement their ideas and highlight their role in driving change.

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Driver	Team Activation Recommendations: MOTIVATION GAPS
Altruism 	• **Foster a collaborative culture:** Be the model for what a supportive team culture looks like. Display and recognize behaviors that create an encourage an environment where employees naturally assist one another by promoting skill-sharing workshops, team problem-solving, or open discussions. • **Create opportunities for helping others:** Explore together internal and external projects, events, tasks that will expose the employee to a variety of supportive roles (e.g., being a mentor, cross-functional training opportunities; company volunteering days, etc.) while supporting their personal values and goals. • **Acknowledge helping behaviors:** Regularly recognize and celebrate acts of support, teamwork, and collaboration to reinforce and encourage altruistic actions. Highlight the role the employee's work has to the team and overall company goals. Actions have direct and indirect impacts; be sure to help them understand the indirect (""invisible"") positive effect their actions/ work have to others.
Autonomy 	• **Empower decision making authority:** Provide guidelines within which tasks can be completed and decisions can be made confidently and autonomously. Give employees the freedom to determine the best approach, fostering ownership and confidence while ensuring decisions align with goals and priorities. • **Set clear expectations and outcomes with trust:** Define what success looks like, set clear expectations, allow employees to determine how they'll achieve tasks or goals, and offer support when needed. • **Support and encourage development:** Help employees become more self-sufficient by providing resources, training, or a mentor to build their confidence and skills for working independently.
Collaboration 	• **Facilitate cross-team interactions:** Encourage engagement across team(s) by organizing social activities or assigning employee to collaborative projects or team-based problem-solving sessions. • **Create opportunities for employee to actively communicate:** Support employee with brainstorming ideas, cross-team collaboration and team-building events that create more opportunities for them to interact more closely with others. • **Introduce more team-based development:** Provide the employee with opportunities to learn modern collaboration techniques (e.g., async tools, agile, digital workspaces) that foster inclusive, effective, and engaging partnerships across the entire team.
Influence 	• **Engage the employee in strategic discussions and relationship building:** Engage the employee in strategic discussions by involving them in planning, brainstorming, and decision-making aligned with their expertise. Facilitate connections with key stakeholders and opportunities to present to senior leadership, fostering exposure, credibility, and a sense of ownership in organizational goals. • **Share the company vision and involve employee(s) in decisions impacting their work:** Communicate the company vision clearly and ensure employees understand how their roles contribute to and impact the overall goals. Actively involve them in decisions that affect their work, giving them a voice and fostering a sense of ownership and engagement in the process. • **Recognize and implement their ideas:** Doing this demonstrates that their input is valued and impactful. Actively seek out their suggestions and acknowledge their contributions publicly when appropriate. When feasible, implement their ideas and highlight their role in driving change.
Innovation 	• **Foster a growth mindset:** Cultivate a culture where challenges and setbacks are viewed as valuable learning opportunities. Inspire employees to explore new ideas and embrace creativity, emphasizing that innovation often emerges through experimentation and persistence. • **Provide access to resources and tools:** Set challenges that inspire creative thinking and equip employees with the resources, training, or technologies needed to experiment and develop innovative solutions more freely. This may include access to mentors, events, new software, data, or industry insights, etc. • **Recognize and reward innovation:** Acknowledge and celebrate even small contributions that demonstrate creativity and forward-thinking. Highlight these efforts publicly or privately, showing appreciation for their ingenuity.

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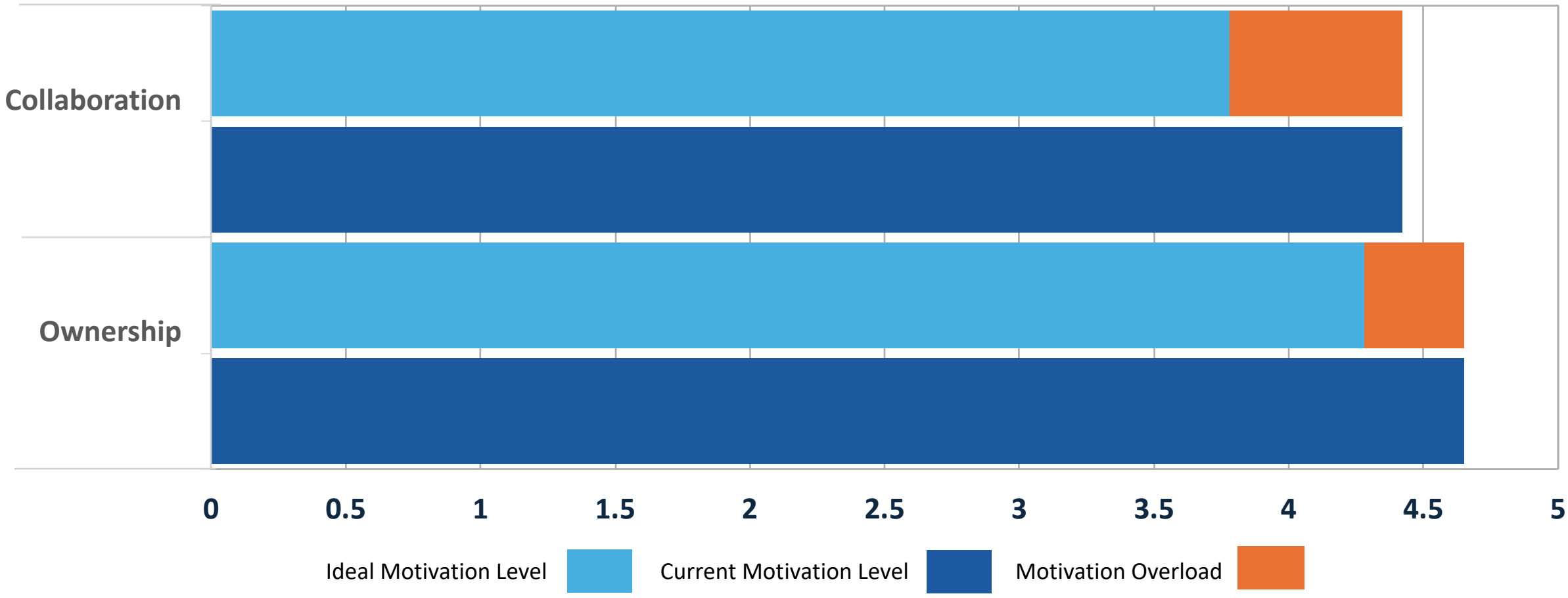
Driver	Team Activation Recommendations: MOTIVATION GAPS
Learning 	• **Foster growth by setting clear learning goals through open conversations:** Discuss aspirations and challenges, recommend training, and create a learning plan with allocated resources. Encourage sharing insights to build a collaborative, knowledge-driven team culture. • **Offer regular feedback and guidance:** Schedule consistent one-on-one check-ins to assess the employee's progress toward their learning goals. Use these meetings to provide constructive feedback on their strengths and areas for improvement. • **Facilitate cross-functional learning:** Encourage cross-functional learning by guiding employees to engage in collaborative projects that align with their development goals. Debrief to reflect, apply key takeaways, and identify growth areas, ensuring meaningful, skill-enhancing experiences.
Ownership 	• **Highlight how the employee's work contributes to organizational goals:** Provide context and the bigger picture to strengthen their sense of purpose, ensuring alignment with the company's objectives and enhancing their motivation. • **Empower employees through meaningful projects:** Assign meaningful projects that align with the employee's skills and interests, involving them in all stages from planning to execution. Provide support, recognize contributions, and offer guidance to help them gain a well-rounded experience. • **Foster employee growth through leadership opportunities:** Offer employees the chance to lead or co-lead projects, involving them in all phases from planning to execution. Encourage ownership, clear communication, and accountability to build leadership skills and confidence.
Purpose 	• **Facilitate alignment with organizational purpose and goals:** Encourage employees to understand how their role connects to the company's mission by having regular discussions on the broader organizational objectives. Help them see how their individual contributions impact the company's vision, fostering a stronger sense of purpose. • **Provide opportunities for value-aligned projects:** Assign employees projects that align with their personal values and career aspirations. Encourage them to seek challenges that are meaningful to them, helping to boost motivation, skill growth, and a sense of personal fulfillment. • **Discuss meaningful impact:** Maintain open communication in 1:1 meetings to discuss how the employee's work aligns with the company's evolving needs. Provide feedback, set future goals, and reinforce their connection to the organization's purpose.
Rationality 	• **Explain the 'Why':** Clearly communicate the reasoning behind decisions to foster understanding, engagement, and alignment with the company's mission. Empowered employees make better decisions. • **Encourage critical thinking:** Foster a culture of curiosity and inquiry to encourage rational problem-solving, innovation, and deeper understanding of organizational practices. • **Provide context and data:** Share relevant information to build trust, transparency, and employee engagement. Informed employees are more effective and aligned with company objectives.
Recognition 	• **Proactively Acknowledge Contributions** – Regularly recognize employees for their efforts and accomplishments in both formal and informal ways. Acknowledge contributions publicly in meetings, team updates, or company-wide communications to reinforce the value of their work. • **Create Clear and Equitable Recognition Practices** – Establish transparent recognition criteria and ensure that recognition is given consistently across all levels. Encourage peer-to-peer recognition and implement structured programs that highlight different types of contributions. • **Encourage Visibility and Growth** – Support employees in taking on high-impact projects and provide them with opportunities to showcase their work. Offer mentorship, sponsorship, and platforms (e.g., leadership meetings, client presentations) where they can gain greater recognition for their contributions.

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Your Team's Top Motivation Overloads

The bar chart below shows a comparison between what motivates your team in their ideal work environment (represented by **light blue**) and what they perceive exists in their current work environment (represented by **dark blue**). The Motivation Overload (represented by **orange**) reveals the extent of excess motivation they are experiencing.

We encourage you to monitor <u>all</u> overloads that exist with a focus on the top overloads noted below.



Driver	Impact
Collaboration 	Employees may feel overwhelmed by constant team interactions, reducing their ability to focus and make effective decisions.
Ownership 	Employees may feel excessive pressure from heightened accountability, causing stress and work-life imbalance.

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Top Motivation Overloads – Activation Recommendations

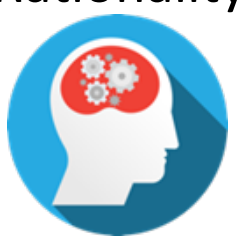
The activation recommendations below contain the top actions you can take to reduce motivation overload. Review the suggestions below to generate ideas that are relevant to your role, organization and needs and formalize goals to reduce the overloads.

Overload	Team Recommendations
Collaboration 	• **Reduce the number of collaborative projects:** Assign only essential group tasks to avoid overwhelming the employee with team demands. • **Streamline communication:** Use tools and processes to reduce interruptions to workflow and assess need for employee's participation in meetings and lengthy discussions, assuring relevance to their deliverables, projects or areas of responsibility. • **Balance group work with individual tasks:** Partner with employee to ensure they have opportunities to increase focused, independent work alongside collaborative efforts..
Ownership 	• **Delegate responsibilities clearly:** Help employees avoid feeling overwhelmed by clarifying roles and breaking down tasks. Share ownership of larger projects by assigning specific, manageable portions and ensuring they have the resources and support needed. • **Encourage team collaboration:** Foster a team-based approach where employees can share responsibility for tasks. Encourage collaboration, open communication, and joint problem-solving, so no one individual bears the full weight of a project. • **Set realistic expectations and priorities:** Work with employees to identify key priorities and set achievable goals. Regularly review workloads to adjust expectations, ensuring they're focused on the most impactful tasks and avoiding unnecessary overload.

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Driver	Team Activation Recommendations: MOTIVATION OVERLOAD
Altruism 	• **Encourage boundaries to balance work:** Encourage employees to prioritize their tasks and set limits on how much time or energy they dedicate to helping others, so it doesn't interfere with their core responsibilities. • **Recognize and balance contributions employees make:** Acknowledge employees when they go above and beyond to help others, while ensuring that the workload is distributed properly across the team to prevent one employee from feeling overburdened. • **Align tasks with an employee's personal goals/values:** Assign tasks or responsibilities that tap into the employee's altruistic nature but also align with their personal goals or growth aspirations, creating a sense of purpose without overwhelming them.
Autonomy 	• **Clarify decision-making boundaries and offer structured options:** Discuss, or offer, a specific set of choices, where the employee has full control and can remove decision fatigue and streamline their decision-making. • **Encourage team engagement**: Seek ways the employee can increase their collaboration with others to prevent feelings of detachment. • **Balance autonomy with guidance**: Discuss and determine the appropriate level of support the employee needs without the feeling of micromanagement.
Collaboration 	• **Reduce the number of collaborative projects:** Assign only essential group tasks to avoid overwhelming the employee with team demands. • **Streamline communication:** Use tools and processes to reduce interruptions to workflow and assess need for employee's participation in meetings and lengthy discussions, assuring relevance to their deliverables, projects or areas of responsibility. • **Balance group work with individual tasks:** Partner with employee to ensure they have opportunities to increase focused, independent work alongside collaborative efforts.
Influence 	• **Focus on high-impact areas:** Limit employee's influence opportunities to key decisions or projects where their input/decisions will have the most significant capability and impact on their success, along with that of the team and organization. • **Distribute lead roles:** Rotate lead responsibilities within the team to prevent overburdening a single employee. • **Enable an influencing savvy team:** Reduce pressure by identifying the most effective ways key team members influence and make decisions. Create a structured way to train others on that capability and guide them on how to activate that skill in order to create high value for the organization.
Innovation 	• **Set clear innovation goals:** Focus on specific areas for innovation to prevent scattered or overwhelming expectations. • **Prioritize ideas:** Help the employee narrow down/seek appropriate channels to prioritize ideas that are most impactful and feasible for their growth, the team and/or organization. • **Encourage employees to have flexibility with their creative/innovative time:** Support employees to have balanced time dedicated for brainstorming and experimentation without constant pressure to have a specific outcome or lose focus of their regular work.

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Driver	Team Activation Recommendations: MOTIVATION OVERLOAD
Learning 	• **Prioritize immediate learning needs:** Tailor opportunities to skills and knowledge essential for the employee's current role, ensuring training remains relevant and practical without overemphasizing less applicable topics. • **Spread out learning sessions:** Space learning sessions effectively by providing training in manageable, well-timed intervals to prevent overwhelming the employee and ensure better retention and application of knowledge. • **Foster personal growth:** Encourage self-directed learning by providing flexible resources and scheduling options. Empower employees to manage their learning pace, fostering autonomy, and ensuring the process aligns with their individual needs and professional goals.
Ownership 	• **Delegate responsibilities clearly:** Help employees avoid feeling overwhelmed by clarifying roles and breaking down tasks. Share ownership of larger projects by assigning specific, manageable portions and ensuring they have the resources and support needed. • **Encourage team collaboration:** Foster a team-based approach where employees can share responsibility for tasks. Encourage collaboration, open communication, and joint problem-solving, so no one individual bears the full weight of a project. • **Set realistic expectations and priorities:** Work with employees to identify key priorities and set achievable goals. Regularly review workloads to adjust expectations, ensuring they're focused on the most impactful tasks and avoiding unnecessary overload.
Purpose 	• **Clarify the connection:** Help the employee see how their work directly impacts the organization's mission, without making them feel overwhelmed by long-term, abstract goals. • **Balance purpose with practical tasks:** Combine meaningful work with routine tasks to prevent burnout and keep focus on achievable goals. • **Align work with personal values:** Regularly check in with the employee to ensure their tasks align with their values, fostering motivation and engagement.
Rationality 	• **Simplify decision-making processes:** Streamline workflows and reduce unnecessary complexity. Empower employees by eliminating unnecessary steps and providing clear guidelines for informed decision-making. • **Provide clear and concise information:** Offer focused, data-driven explanations to avoid information overload. Provide clear and concise information to empower rational decision-making. • **Balance analysis and action:** Avoid overloading employees with constant data analysis. Encourage a balance between rationality and action to prevent analysis paralysis.
Recognition 	• **Personalize recognition:** Understand employees' preferred recognition styles and tailor feedback accordingly to maximize impact. • **Provide timely feedback**: Offer specific, timely feedback on achievements to reinforce positive behaviors and motivate future performance. • **Invest in growth:** Provide challenging projects and leadership opportunities to recognize potential, foster professional growth, and boost employee engagement.

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Motivation Activation Plan (M.A.P.) – Team

Use the Motivation Insights contained in your team report and follow the 3 steps below, to reflect on the team's current work environment and experiences related to their motivation. Your goal is to ensure your areas of alignment remain strong, and your gaps and/or overload drivers are prioritized as areas of focus for your team going forward.

1 **Review the motivation drivers**

2 **Prioritize the best recommendations**

3 **Gain support & monitor progress**

TOP DRIVERS, GAPS & OVERLOADS

1. **ALIGNED** motivators indicate your team's ideal needs and current work are aligned. Circle them in your team report and note recent examples where they showed up for your team. Treat aligned areas as your team's **"motivation bank**", to sustain their engagement while you work on aligning other drivers (gaps/overload).

2. **GAPS** indicate what's missing between your team's needs and current work. Choose 1-2 gaps from your team report and identify 1-2 examples from the past month illustrating how they showed up for your team.

3. **OVERLOAD** indicates overly activated drivers, risking burnout. Choose 1-2 key overloads and identify 1-2 examples from the past month illustrating how they showed up for your team.

PERSONALIZE RECOMMENDATIONS

1. **High impact actions:** Review the recommendations provided for your team's 1-2 gap and overload areas you selected in step 1. Choose those that will be most impactful and relevant for your current career stage and/or role. You can also use the recommendations to generate other ideas.

2. **Tailor actions to your team's desired needs and company resources:** Include specific examples, such as key programs, possible mentors, coaches, internal/external coursework, initiatives or projects, to connect their desired actions to the recommendations for each focus area.

3. **Set goals & prioritize:** Define specific goals based on the intentions you've identified and prioritize the goals before you meet with your team.

AGREE ON NEXT STEPS

1. **Discuss and agree on your final recommendations with your Team:** Engage in an open discussion with your team, gather their input, share any additional ideas you suggest to address the GAPS and manage OVERLOADS, listen to your team's ideas and feedback, and focus on identifying the most practical actions with the highest impact.

2. **Agree on final areas of focus:** After you and your team have had the opportunity to finalize the drivers and actions, agree on specific timelines to be included in your team M.A.P.

3. **Monitor progress with feedback and check-ins:** Schedule regular check-ins with your team (and/or any key individuals involved in your plan) to review progress, receive feedback and adjust as needed.

Utilize the Recommendations on the following pages to capture ideas you want to explore further with your team.

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