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Creating Capacity

How Leaders Reduce Overwhelm and Help Teams Focus on What Matters Most

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xenium

HOUSEKEEPING

~60 minute webinar

Use Q&A to submit questions

The session is recording and will be available after

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MODERATOR

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TODAY'S SESSION

the plan .

01 what creating capacity means

02 intentional shifts & tools

03 practicing & protecting

What comes to mind when you hear

‘creating capacity’ ?

Overload .



→



ACTIVITY

brain dump.

List everything that feels too much right now.

FOR YOU + YOUR TEAM

Work. Team. Priorities. Clients. Decisions.
All of it. Don't filter.

Seeing the signs



→



How do you know when you are overloaded?
What are the signs?

Sources of overload

01

Carrying the Burden

Over-functioning
in the name of care

02

Motion

Busy ≠ moving
the needle forward

03

Aiming for **Perfection**

Preparing to
avoid every mistake

04

Avoiding Discomfort

Nice in the moment,
silent on the real issue

THE PATTERN

carrying the burden.



carrying
to
caring .

THE SHIFT

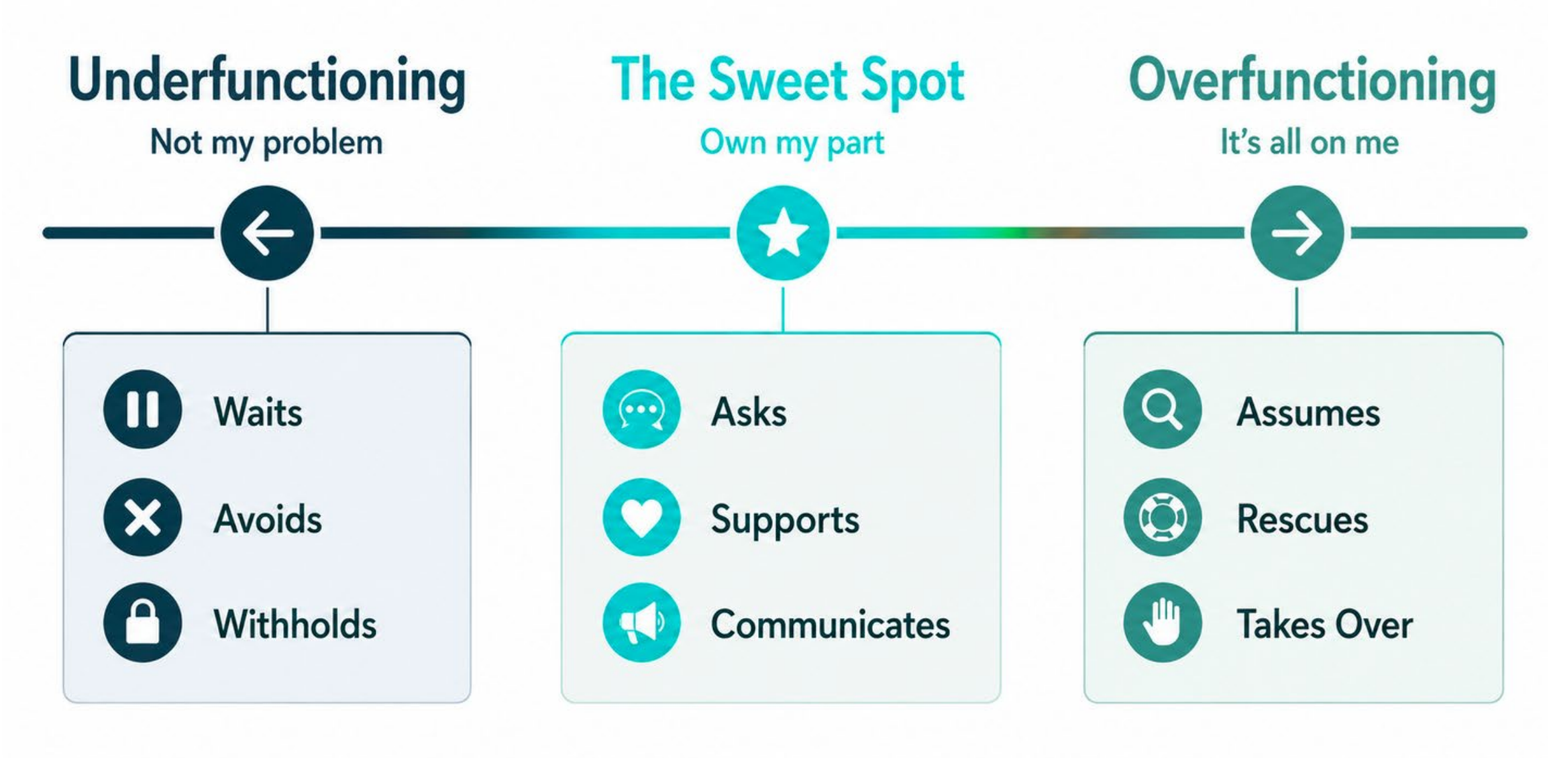
Caring without carrying extra weight



carrying
to
caring .

THE TOOL

The Ownership Spectrum



The best leaders create space. They don't fill it.

reflection .

Carrying

Do you notice this pattern in yourself? In your team?

motion.

THE PATTERN



motion
to
meaning.

THE SHIFT

Acting with intention



motion to meaning.

THE TOOL



slow down



zoom out



add value

Reaction fills the calendar. Intention shapes it.

reflection .

Motion

Where am I or my team in details when we should be zoomed out?

aiming for perfection.

THE PATTERN



perfection
to
imperfection.

THE SHIFT

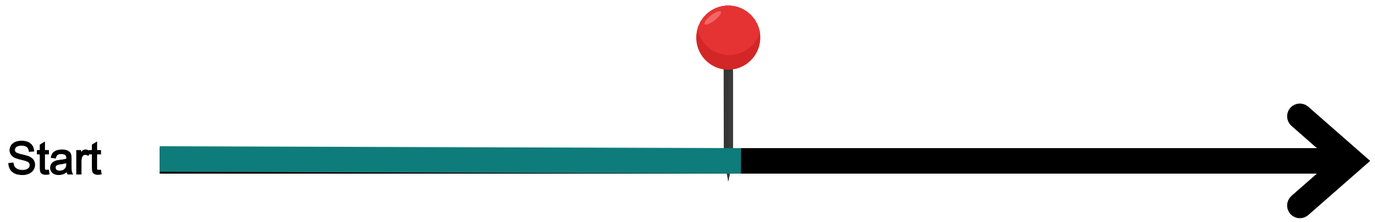
Accepting that mistakes happen



perfection
to
imperfection.

THE TOOL

The Good Enough Line.



Good Enough

- ✓ Is it functional?
- ✓ Is it understandable?
- ✓ Is it reversible?

Perfection

- ∞ reworks and refines
- ∞ reprocesses
- ∞ rethinks

Courage isn’t about being fearless.

reflection .

Perfection

Where am I noticing this behavior in myself? My team?

avoiding .

THE PATTERN



avoiding
to
addressing .

THE SHIFT

Change the framing.



you vs. me



us vs. the problem

avoiding to addressing.

THE TOOL



Name It

State the pattern, not the person. “I’ve noticed…” not “You always…”



Be Curious

Ask before assuming. “Help me understand…”



Get Clear

Agree on what changes. “What would work for both of us?”

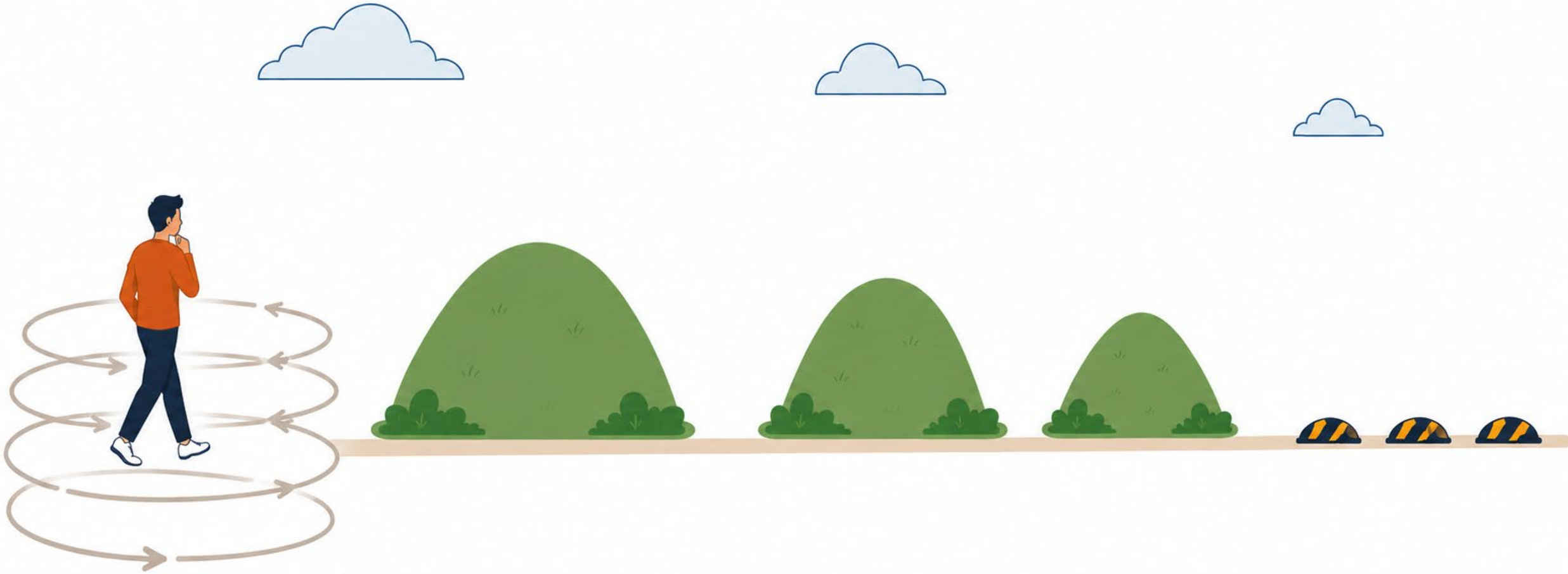
The only way out is through —together.

reflection .

Avoiding

Where are things being left unsaid?

Protecting capacity is an ongoing practice .



ACTIVITY

name your source . find the path .

USING YOUR BRAIN DUMP LIST

Identify the source of overload and the path to recapturing capacity

Carrying
Where is something being over/under carried?
→ Find the Sweet Spot

Motion
Am I in details when I should be zoomed out?
→ Slow Down & Zoom Out

Perfection
Where are we perfecting to avoid a mistake?
→ Define Good Enough

Avoiding
Where is something being left unsaid?
→ Address together

What comes to mind when you hear

‘creating capacity’ ?

Create Capacity .

NOTICE

Catch the early signal.
Don't wait for the bonfire.

NAME

Name the source.
Recognize the pattern.

SHIFT

Choose the bet response.
Not just the easy one.

COMMITMENT

reflection .



What is one thing you will do differently this week?

Q&A

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Take our quick survey!

Thank you .

Questions? Reach out:

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Create capacity by shifting your response.

From Carrying To Caring

Step Up or Back Up

Own your part without overfunctioning

From Motion to Meaning

Slow Down & Zoom Out

Reconnect to impact

From Perfection to Imperfection

Accept the Discomfort

Make peace with imperfection

From Avoiding To Addressing

Address with Courage

Us vs. the problem