

HANDOUT 1 | DISCUSS AT MINUTES 4-7

Where is the strain?

Opening check-in | Return to this page at minutes 34-39 and 39-42.

Five Powerful Truths Every Business Owner Should Know

Participant: _____ Date: _____

Use your own workplace or a fictional example. Keep names and identifying details off these pages. You may reflect privately or pass on sharing.

1. What takes more energy in your workplace than it should?

2. What observable effect have you noticed on the work or the team?

3. What would you like to understand or improve by the end of this session?

Closing reflection: What changed in the way you understand this issue?

One idea I want to carry forward:

HANDOUT 2 | DISCUSS AT MINUTES 7-13

Observe before you interpret

Truth 1 | A change in behavior is a reason to ask better questions.

Practice example: A previously engaged employee has stopped offering ideas and has missed two deadlines. You do not yet know why.

1. What can you observe without guessing the cause?

2. What assumption might you be making?

3. What else could explain the situation?

4. What respectful question would help you learn more?

5. What expectation still needs to be clear?

Discussion: How could the answer change your next step? Behavior alone does not establish burnout or any other condition.

HANDOUT 3 | DISCUSS AT MINUTES 13-19

Match demands with resources

Truth 2 | Sustainable performance requires attention to both.

Choose one area to examine: workload / control / recognition / community and support / fairness / values. These are reflection prompts, not a scored assessment.

1. Which area needs attention, and what is happening?

2. What demand is difficult to meet?

3. What resource is missing or unclear? Consider time, staffing, priorities, authority, tools, support, or recovery.

4. What can you control or influence?

5. What adjustment is realistic, and whose decision is needed?

Discussion: If the adjustment is not possible now, what tradeoff or alternative should be discussed?

HANDOUT 4 | DISCUSS AT MINUTES 19-25

A pause and a practical change

Truth 3 | Personal coping skills and supportive conditions belong together.

Optional 60-second pause: Keep your eyes open if you prefer. Notice your feet on the floor or another comfortable point of contact. Release comfortable areas of tension. Breathe naturally; if comfortable, allow a slightly longer exhale. Identify one manageable next action. You can simply observe or stop at any time.

1. What did you notice, if anything? No change is a valid response.

2. What could help a person respond more deliberately in the moment?

3. What workplace condition would still need attention afterward?

4. What practical support or adjustment could address that condition?

Discussion: A brief pause can support the next response. It does not remove the need to examine the source of strain. This activity is educational and is not treatment.

HANDOUT 5 | DISCUSS AT MINUTES 25-31

Make support specific

Truth 4 | Describe / Explain impact / Request / Collaborate

Practice example: Three assignments are due Friday. The available time is insufficient to complete all three at the expected standard.

DESCRIBE: What is happening, in observable terms?

IMPACT: How does it affect capacity, priorities, quality, or safety?

REQUEST: What specific clarification or adjustment would help?

COLLABORATE: What can be agreed, by whom, and by when?

As the leader: What follow-up question would you ask before deciding?

Discussion: Is the request clear and feasible? What tradeoffs need to be made explicit? Support may involve prioritization, resources, coverage, time, or feedback.

HANDOUT 6 | DISCUSS AT MINUTES 31-39

Your seven-day action plan

Truth 5 | Notice / Name / Choose / Act / Reassess | Confirm at minutes 39-42.

NOTICE + NAME: What issue from Handout 1 needs attention? What information is still missing?

CHOOSE: What can you control or influence? What requires another decision-maker?

ACT: What one specific action will happen within seven days?

Who owns the action? Who needs to be involved or provide support?

Action date: _____ **Review date:** _____

REASSESS: What observable sign or feedback will help you judge usefulness?

If the action does not help, what will you reconsider?

Keep this plan. At your review, ask what changed, what did not, and what needs a different response. For tailored training, schedule a consultation through Bridgepoint's website.

Change the Conversation. Change the Room.