Agency Leak Assessment

Find what is draining your time, capacity, and choices.

1 | Notice your patterns

Type in the shaded boxes and save a copy. You may also print and write by hand.

Name (optional) / date

Agency means having a meaningful voice and room to choose your next action. Reflect on the past two weeks. This coaching tool is not a validated or diagnostic assessment.

For each statement, type: 0 = never; 1 = sometimes; 2 = often; 3 = almost always.

1. I accept extra demands before checking my available time.
2. Interruptions push important work or recovery into my personal time.
3. I feel expected to do more than my resources allow.
4. I keep giving even after I recognize my capacity is full.
5. I avoid asking for help or clarifying priorities.
6. I hold back concerns because I fear how others will respond.
7. I feel I have little say in decisions affecting my work.
8. I struggle to see options beyond pushing through or walking away.
9. I act from guilt, fear, or habit instead of my values.

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2 | Turn awareness into a targeted response

Review items 1-3 (time), 4-6 (capacity), and 7-9 (choices). Circle or note the statements rated 2 or 3. There are no clinical cutoffs or risk categories; use your answers to choose one priority.

My top leak: Which statement matters most, and why?

One recent example: What happened, and what did it cost me?

What is within my influence? What needs a team or organizational response?

One skill to practice: boundary, priority-setting, delegation, or a clear request

My specific action, support needed, and completion date

Review in two weeks: What will I look for to know the leak is reducing?