

THE OVER- FUNCTIONING AUDIT

FOR SERVICE-BASED BUSINESS OWNERS



Are you leading or compensating?

If you feel exhausted, stretched thin, or quietly resentful in your leadership, this is not a character flaw.

In service-based businesses, over-functioning is common.

This audit will help you identify where structure may be missing
— and where you may be carrying more than your role requires.

How to Use This

For each statement, rate yourself:

0 = Never

1 = Occasionally

2 = Frequently

3 = Almost Always

Answer honestly. This is for clarity — not judgment.

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Self-Assessment



Section 1: Repeated Effort

1. I repeat the same expectations weekly to my team.

2. I step in when performance drops instead of letting standards hold.

3. I fix mistakes myself to avoid tension.

4. I feel like I care more than my team does.

5. I adjust expectations depending on the person.

Section 2: Emotional Compensation

1. I soften expectations to keep morale steady.

2. I absorb stress so the team doesn't feel it.

3. I hesitate to document issues formally.

4. I feel responsible for how my team reacts to feedback.

5. I delay difficult conversations until they feel unavoidable.

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Self-Assessment



Section 3: Structural Gaps

1. Roles and responsibilities are mostly verbal, not written.
2. "Done well" is assumed more than defined.
3. My team relies on reminders to stay consistent.
4. Performance standards shift depending on circumstances.
5. If I stepped away for a week, quality would likely decline.

Scoring

Add your total score (0–45).

0–15 | Low Over-Functioning

16–30 | Moderate Over-Functioning

31–45 | High Over-Functioning

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0-15 | Low Over-Functioning



You likely have foundational clarity in place.

However, review where emotional labor may still be creeping in.

Even strong leaders compensate when structure isn't consistently reinforced.

16-30 | Moderate Over-Functioning



You are likely compensating in key areas where expectations are unclear or inconsistently held.

You may feel tired, but unsure why.

This is the stage where burnout quietly builds.

The issue is not effort.
It's structural clarity.

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31-45 | High Over-Functioning



You are likely acting as leader, reminder system, and emotional stabilizer.

Standards may be understood informally — but not defined in writing.

In service-based businesses, this creates dependency.

If this score resonates, this is your wake-up call:

Leadership should not require you to carry everyone.

Reflection

Take 5 minutes.

Where am I compensating for unclear expectations?

Where do I repeat myself weekly?

What standard is currently assumed but not written?

What feels emotionally heavy in my leadership right now?

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The Core Insight

In service-based businesses, burnout often isn't about hours worked

It's about undefined standards.

When expectations are **unclear**:

Leaders compensate.

Conversations repeat.

Resentment builds quietly.

When expectations are **written**:

Accountability becomes neutral.

Ownership increases.

Leadership feels steadier.

If this audit revealed moderate or high over-functioning, you are not alone.

Most service-based business owners were never taught structured leadership.

Inside The Leadership Foundations, I teach you how to:

End over-functioning patterns

Define written standards that reduce friction

Hold accountability without emotional strain

Build simple structures that protect both you and your team

This audit identifies the gap.

The course helps you close it.

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3 Quick Corrective Shifts

These are perspective shifts — not large projects.



1. Write One Standard

Choose one repeated frustration.
Instead of reminding again,
define in writing what “done well” looks like.
Clarity reduces emotional effort.

2. Separate Responsibility

Ask yourself:
“Is this truly mine to carry?”
If not, return ownership clearly and calmly.
Over-functioning feels supportive.
It actually creates dependency.

3. Replace Reminder with Reference

If you’re repeating something weekly, it needs documentation.
Create one written reference your team can review.
Leadership becomes lighter when structure holds.