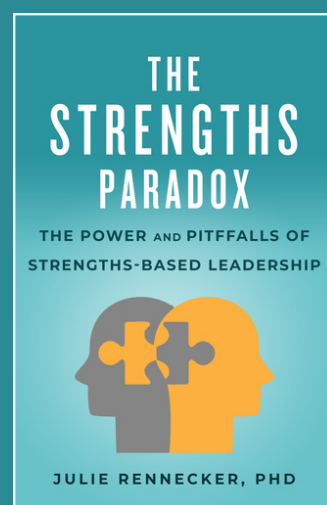


# DUMP YOUR DRAINERS

Supplementary  
Toolkit for



Julie Rennecker, PhD

## *Dear Team Leader,*

*Discover a game-changing approach to increase team energy and engagement. No extra hours or people required.*

*Learn to spot and eliminate the energy drainers holding back your team.*

## *What You'll Find Inside*

- An Energy Journal template to uncover your team's energy drainers*
- A proven 6-step framework to eliminate or transform draining tasks*
- Step-by-step actionable worksheets for immediate results*

*"Our tech writing team rediscovered their passion for work, boosting productivity, creativity, and morale. This framework transformed how we work-together."*

# DUMP YOUR DRAINERS TOOLKIT

All jobs come with a mix of responsibilities - some we enjoy, others we don't mind, and still others we find draining. When we work on a task we find draining, we tend to be less efficient, less effective, and less engaged. These "drainers" also deplete our energy and motivation for working on the tasks we do find energizing. Use the Dump Your Drainers Toolkit alone or with your team to identify the tasks keeping you (and them) from doing your best work.

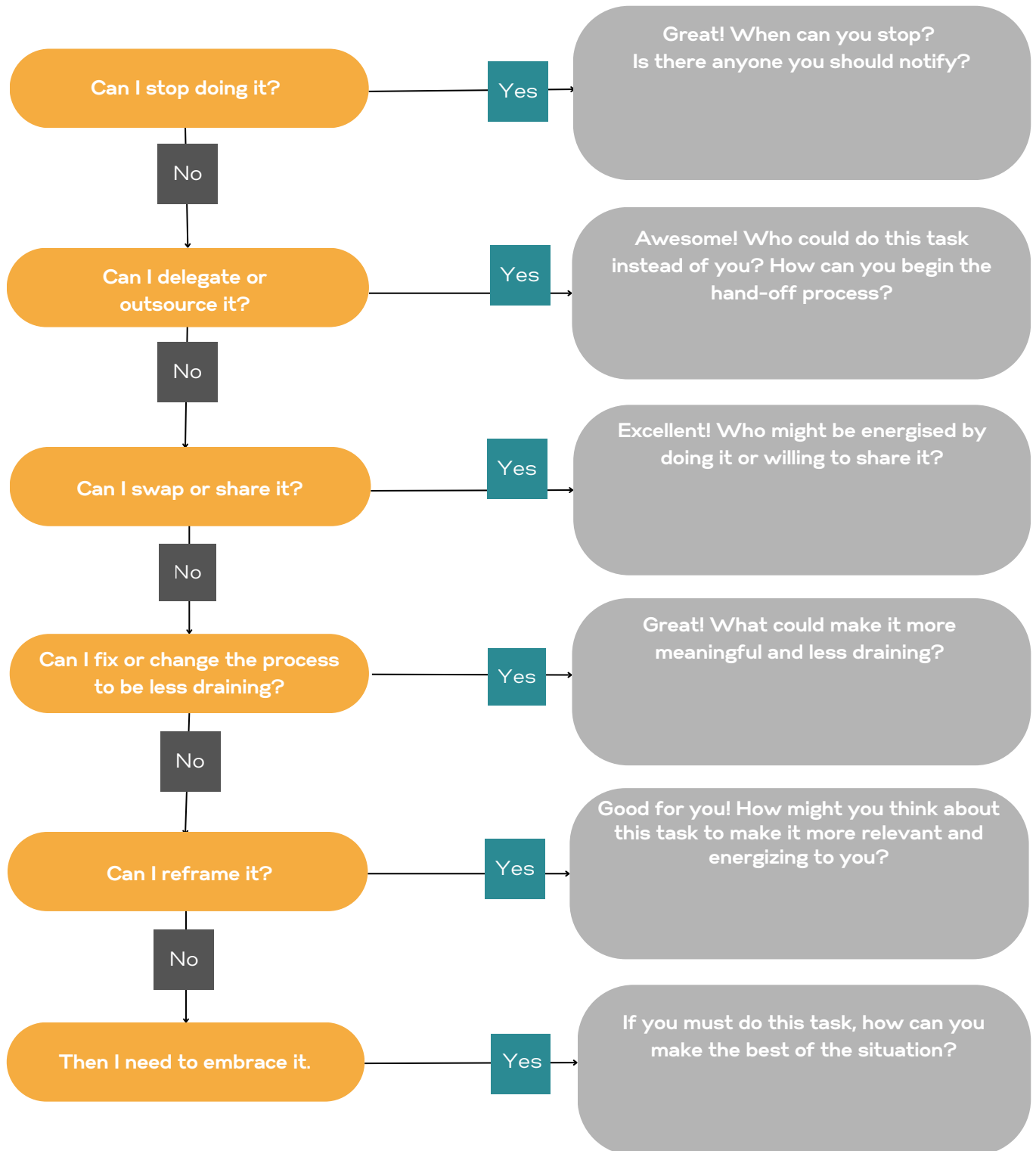
## Step 1: Energy Journal (8-10 Working Days)

Track your energy patterns using the template below. Focus on recording specific tasks that either energize or drain you. *This isn't meant to be a complete activity log.*

Day/ Date	Energizers "Lights me up!"	Drainers "Wears me out!"
Mon —		
Tue —		
Wed —		
Thu —		
Fri —		

## Step 2: Dump your Drainers Decision Tree

For each significant drainer identified, work through the decision tree below. See the next page for a more detailed explanation of each decision step.



Credit: Decision tree adapted from an earlier version by Josh Dykstra. Used with permission.

# GUIDE TO DRAINER DUMPING STRATEGIES

## Strategy 1: Stop Doing It

It can be surprising how much time we can spend on tasks that carry over from previous projects or initiatives and no longer need to be done!

- Is the task still necessary?
- If yes, proceed to Strategy 2.
- If not, identify anyone impacted by the task to be notified when it is discontinued.
- Plan transition period if needed.

## Strategy 2: Delegate or Outsource It

It's easy to forget that we don't always have to do everything on our plate. Options for delegating and outsourcing include

- Direct reports with appropriate strengths and skills
- Peers with complementary strengths
- External contractors
- Automated solutions - How might you employ AI or other technology?

## Strategy 3: Swap or Share It

We might feel guilty or embarrassed inviting someone else to do a task we don't like, but here's the secret - someone, somewhere loves doing the task you dislike, really!

Task Trading Considerations:

- Ensure fair exchanges.
- Set clear expectations.
- Establish communication channels.

## Strategy 4: Fix the Process

How often do we tolerate an inefficient process simply because we assume it can't be changed?

- Map current process steps.
- Identify pain points and inefficiencies.
- Consider changing where, when, or how a task gets done.
- Get input from others involved.
- Test improvements before full implementation.

## Strategy 5: Reframe It

The more we tell ourselves we dislike something, the more our minds believe it. Alternatively, reframing the task as helping us accomplish something we enjoy, such as learning a new skill or meeting new people, can improve our experience.

Try connecting the task to learning opportunities, relationship building, or long-term goals.

Another way to reframe is to better understand the task - Why is it necessary? Who benefits from it? How do others do it?

## Strategy 6: Embrace It and Manage your Energy

If you can't find a way to off-load or make the task itself less draining, try one of these energy management strategies to keep it from completely depleting you.

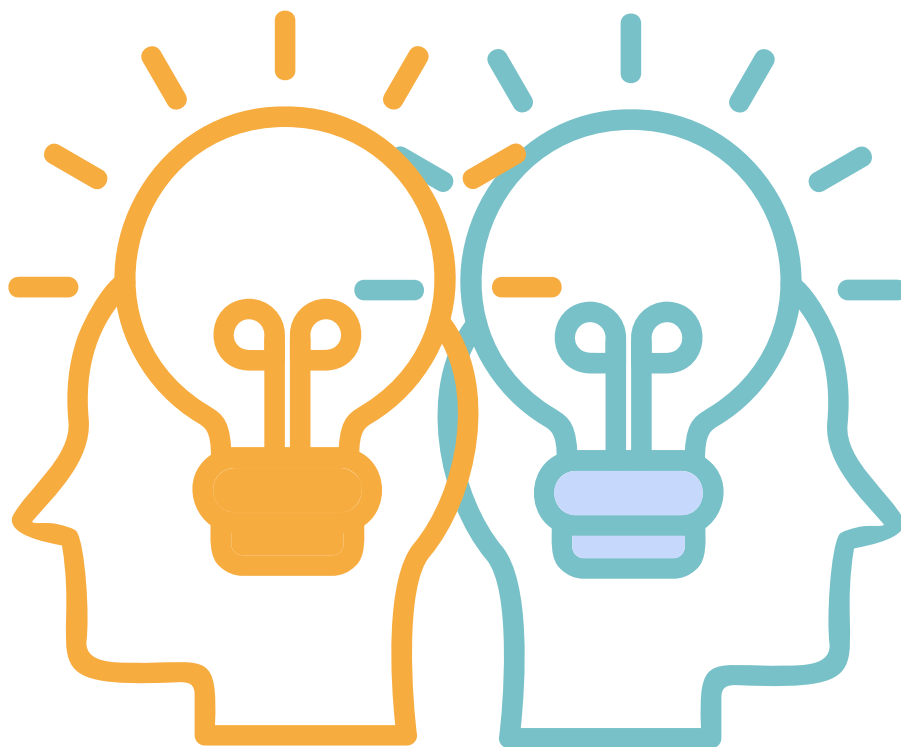
- Break the task into 45-60 minute chunks.
- Alternate the draining tasks with energizing tasks.
- Use music or environment changes.
- Set micro-goals and celebrate progress.
- Schedule recovery time.
- Work alongside a colleague doing the same task.
- Create games or challenges for yourself.
- Use timers and structured breaks.

## Step 3: Schedule periodic Progress Reviews

Schedule regular check-ins every 15-45 days depending on the task and pace of work:

- Assess strategy effectiveness
- Make adjustments as needed
- Celebrate successes
- Share learnings with the team
- Identify new opportunities

Energy management is an ongoing process. What works today might need adjustment tomorrow. Stay flexible and keep experimenting until you find the right balance for you and your team.



# NEXT STEPS?

## Transform Your Team's Potential into Performance

We hope you've benefited from using the Dump Your Drainers toolkit. As you begin implementing these strategies, you may discover that some of the changes are more difficult to implement than anticipated. Achieving lasting transformation often requires expert guidance and support.

## Your Journey Doesn't End Here

While the Dump Your Drainers Toolkit provides a strong foundation, many teams find that working with an experienced partner accelerates their progress and ensures lasting results.

## About Syzygy Team Solutions

In today's interconnected world, teams that collaborate effectively across professional and geographic boundaries gain a decisive competitive advantage over those that don't. At Syzygy Team Solutions, we understand that even high-performing teams encounter challenges. Whether the challenges comes from the marketplace, a senior leader shakeup, supply chain disruptions, a new competitor, or unexpected personnel losses, professional teams are experiencing unrelenting pressure to both "stay on course" and "adapt."

Our evidence-based methods and practical tools help teams harness individual and collective strengths to:

- Navigate complex change.
- Transform conflicts into opportunities.
- Achieve sustainable results.

# HOW WE CAN HELP

## Executive Coaching

One-on-one or group coaching sessions designed to:

- Deepen understanding of energy patterns and strengths.
- Develop personalized strategies for managing both strengths and drainers.
- Build resilience.
- Create accountability for lasting change.

## Engaging Workshops

Interactive sessions to help teams:

- Map collective strengths and challenge areas.
- Design custom energy management solutions to accelerate goal achievement.
- Build collaborative problem-solving skills.
- Create action plans for immediate implementation.

## Speaking

Educational and inspirational presentations for conferences and association meetings:

- Leading with Strengths
- Maximizing team effectiveness and agility
- Building resilient organizations
- Leading through change

## Our Comprehensive Services

- ◆ Strengths Assessment & Alignment
- ◆ Team Development Programs
- ◆ Leadership Coaching
- ◆ Conflict Resolution
- ◆ Engagement Initiatives
- ◆ Retention Programs