

NEXT-LEVEL TEAMWORK

The 5 Tensions to Manage for High-Performance Teams

PERSONAL ACTION PLAN

Welcome to *Next-Level Teamwork* – a journey into collaborative excellence!

To show my appreciation for joining me on this adventure, I am delighted to present you with this editable resource to create your personalized action plan around the book's key concepts and big ideas.

Keep this close as you read through the chapters and take time to reflect and personalize the material so that it moves from *interesting* to *actionable*.

Together, we will unlock the superpower of Both/And thinking amidst an Either/Or world and unleash your team's true potential.

Good luck and have fun!

Cheers,

Tim Arnold

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STEP 1: UNDERSTAND

HEALTHY TENSION WORKSHEET FOR FOCUSING ON **TASKS** AND **RELATIONSHIPS**

Start by identifying 3 **positive results** from focusing on each side and write them in these two boxes below.

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**POSITIVE RESULTS OF
FOCUSING ON TASKS**

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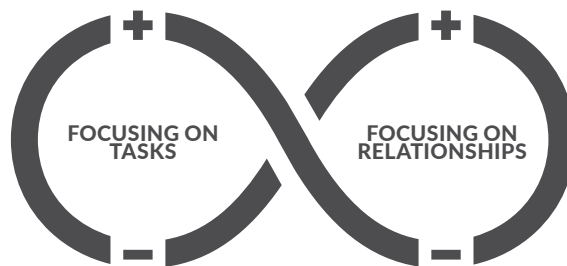
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**POSITIVE RESULTS OF
FOCUSING ON RELATIONSHIPS**

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**NEGATIVE RESULTS
WHEN OVERDONE**

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**NEGATIVE RESULTS
WHEN OVERDONE**

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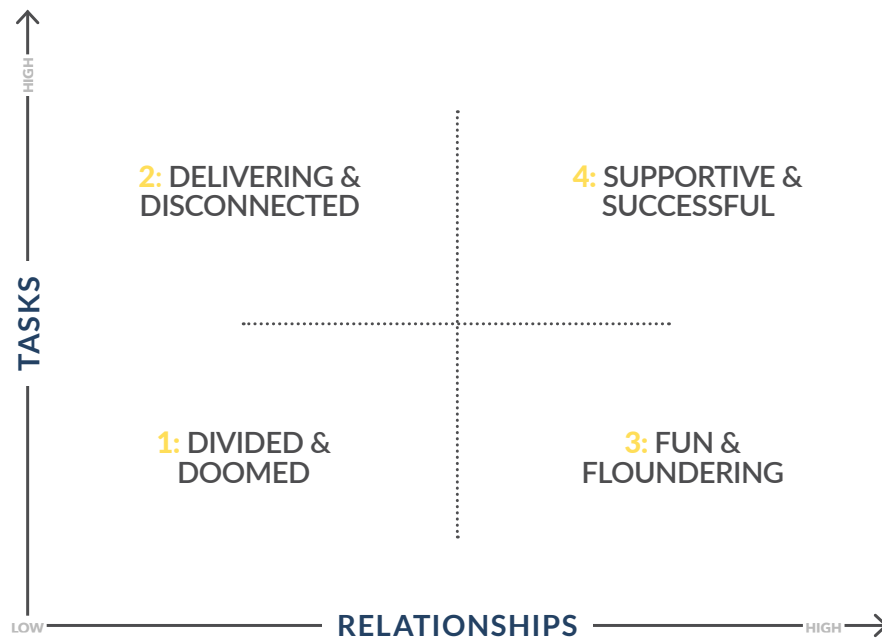
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Identify 3 **negative results** when each side is overdone to the neglect of the other in the two boxes above.

STEP 2: ASSESS

FOCUSING ON **TASKS** AND **RELATIONSHIPS**



What quadrant are you spending the most time in these days?

If you find yourself in Quadrant 1, 2 or 3, what are a few things you could **START** or **STOP** doing that would help you to spend more time in Quadrant 4?

If you find yourself in Quadrant 4, what are some things that you need to make sure you **CONTINUE** doing to stay in this quadrant in the season ahead? How can you leverage your ability to manage this tension well to help others around you at work and home move into this quadrant?

NOTES:

STEP 3: LEVERAGE

ACTION PLAN FOR FOCUSING ON **TASKS** AND **RELATIONSHIPS**

Start by identifying **1 to 3 actions** you (and/or your team) can take to gain or maintain the positive results of each side.

ACTION STEPS:

What are things you do to gain or maintain **the positive results of focusing on tasks**?
What? Who? When?

ACTION STEPS:

What are things you do to gain or maintain **the positive results of focusing on relationships**?
What? Who? When?

Identify **1 to 3 red flags** that serve as early warning indicators that a side is being overdone to the neglect of the other.

RED FLAGS:

What are early warning signs that you're **overfocusing on tasks to the neglect of relationships**?
What? Who owns it? So what?

RED FLAGS:

What are early warning signs that you're **overfocusing on relationships to the neglect of tasks**?
What? Who owns it? So what?

STEP 1: UNDERSTAND

HEALTHY TENSION WORKSHEET FOR LEVERAGING **STRUCTURE** AND **FLEXIBILITY**

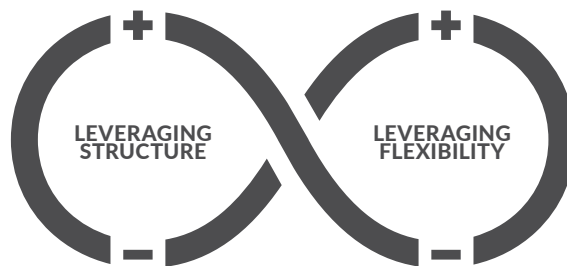
Start by identifying 3 **positive results** from focusing on each side and write them in these two boxes below.



**POSITIVE RESULTS OF
LEVERAGING STRUCTURE**



**POSITIVE RESULTS OF
LEVERAGING FLEXIBILITY**





**NEGATIVE RESULTS
WHEN OVERDONE**

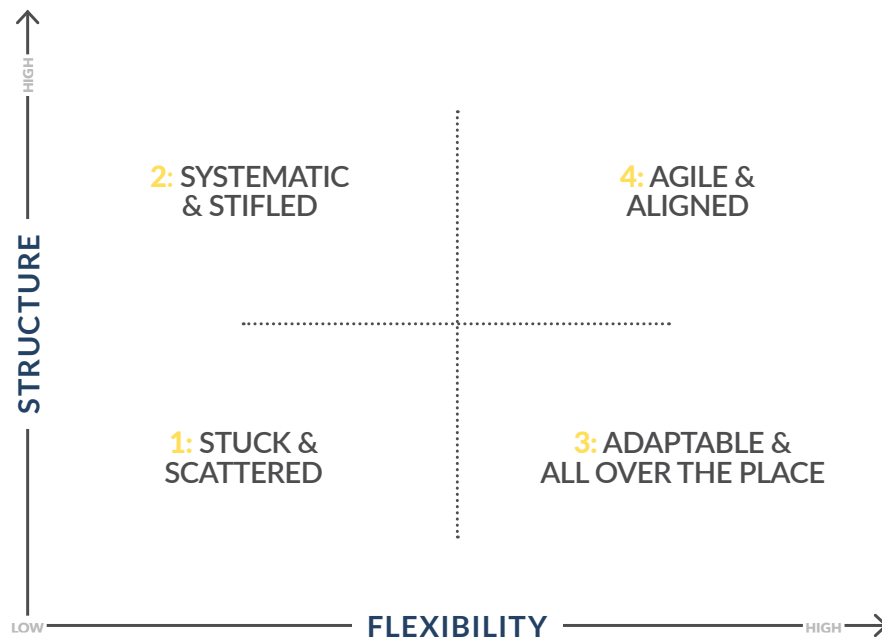


**NEGATIVE RESULTS
WHEN OVERDONE**

Identify 3 **negative results** when each side is overdone to the neglect of the other in the two boxes above.

STEP 2: ASSESS

LEVERAGING **STRUCTURE** AND **FLEXIBILITY**



What quadrant are you spending the most time in these days?

If you find yourself in Quadrant 1, 2 or 3, what are a few things you could **START** or **STOP** doing that would help you to spend more time in Quadrant 4?

If you find yourself in Quadrant 4, what are some things that you need to make sure you **CONTINUE** doing to stay in this quadrant in the season ahead? How can you leverage your ability to manage this tension well to help others around you at work and home move into this quadrant?

NOTES:

STEP 3: LEVERAGE

ACTION PLAN FOR LEVERAGING **STRUCTURE** AND **FLEXIBILITY**

Start by identifying **1 to 3 actions** you (and/or your team) can take to gain or maintain the positive results of each side.

ACTION STEPS:

What are things you do to gain or maintain **the positive results of leveraging structure**?
What? Who? When?

ACTION STEPS:

What are things you do to gain or maintain **the positive results of leveraging flexibility**?
What? Who? When?

Identify **1 to 3 red flags** that serve as early warning indicators that a side is being overdone to the neglect of the other.

RED FLAGS:

What are early warning signs that you're **overfocusing on structure to the neglect of flexibility**?
What? Who owns it? So what?

RED FLAGS:

What are early warning signs that you're **overfocusing on flexibility to the neglect of structure**?
What? Who owns it? So what?

STEP 1: UNDERSTAND

HEALTHY TENSION WORKSHEET FOR COMMUNICATING **TRUTHFULLY** AND **TACTFULLY**

Start by identifying **3 positive results** from focusing on each side and write them in these two boxes below.

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POSITIVE RESULTS OF
COMMUNICATING TRUTHFULLY

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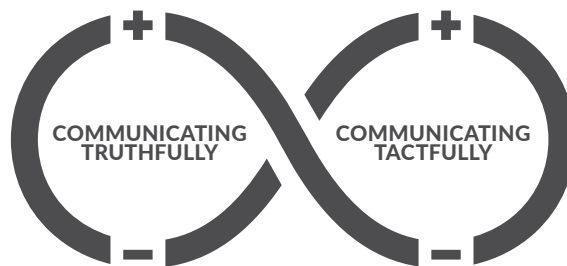
POSITIVE RESULTS OF
COMMUNICATING TACTFULLY

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NEGATIVE RESULTS
WHEN OVERDONE

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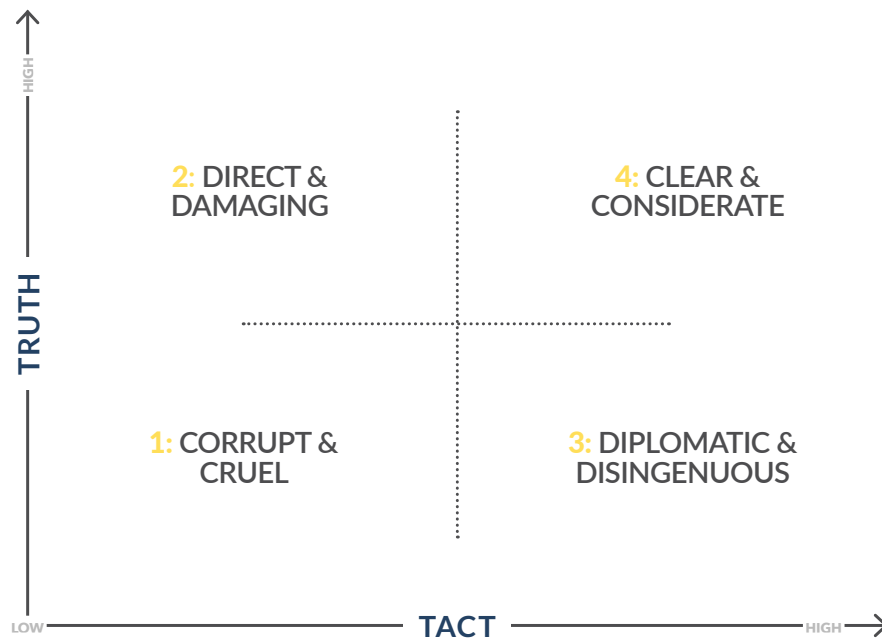
NEGATIVE RESULTS
WHEN OVERDONE

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Identify **3 negative results** when each side is overdone to the neglect of the other in the two boxes above.

STEP 2: ASSESS

COMMUNICATING **TRUTHFULLY** AND **TACTFULLY**



What quadrant are you spending the most time in these days?

If you find yourself in Quadrant 1, 2 or 3, what are a few things you could **START** or **STOP** doing that would help you to spend more time in Quadrant 4?

If you find yourself in Quadrant 4, what are some things that you need to make sure you **CONTINUE** doing to stay in this quadrant in the season ahead? How can you leverage your ability to manage this tension well to help others around you at work and home move into this quadrant?

NOTES:

STEP 3: LEVERAGE

ACTION PLAN FOR COMMUNICATING **TRUTHFULLY** AND **TACTFULLY**

Start by identifying **1 to 3 actions** you (and/or your team) can take to gain or maintain the positive results of each side.

ACTION STEPS:

What are things you do to gain or maintain **the positive results of communicating truthfully**?
What? Who? When?

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ACTION STEPS:

What are things you do to gain or maintain **the positive results of communicating tactfully**?
What? Who? When?

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Identify **1 to 3 red flags** that serve as early warning indicators that a side is being overdone to the neglect of the other.

RED FLAGS:

What are early warning signs that you're **overfocusing on truth to the neglect of tact**?
What? Who owns it? So what?

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RED FLAGS:

What are early warning signs that you're **overfocusing on tact to the neglect of truth**?
What? Who owns it? So what?

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STEP 1: UNDERSTAND

HEALTHY TENSION WORKSHEET FOR PROMOTING **COLLABORATION** AND **INDEPENDENCE**

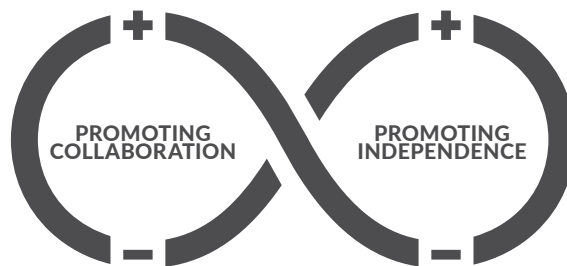
Start by identifying 3 **positive results** from focusing on each side and write them in these two boxes below.



**POSITIVE RESULTS OF
PROMOTING COLLABORATION**

**POSITIVE RESULTS OF
PROMOTING INDEPENDENCE**





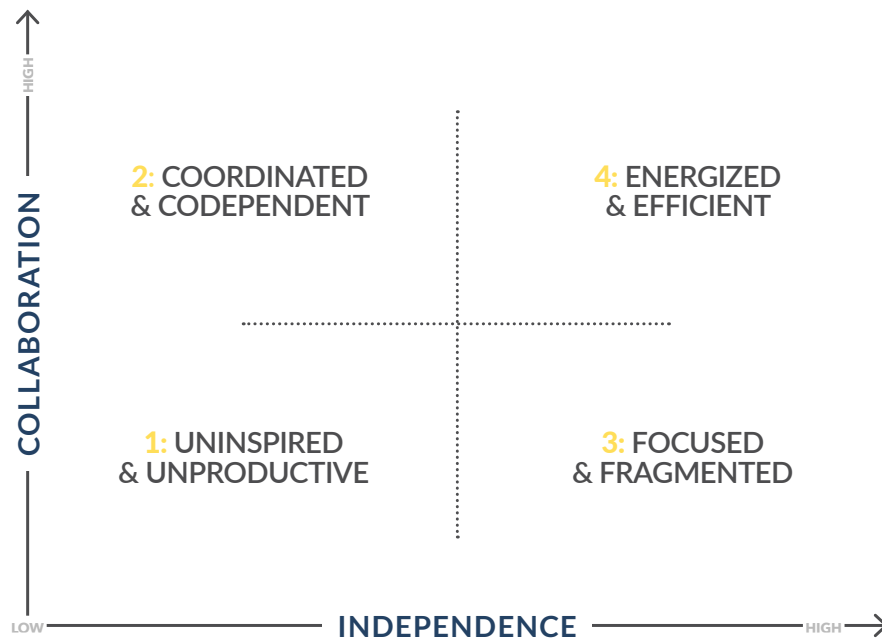
**NEGATIVE RESULTS
WHEN OVERDONE**

**NEGATIVE RESULTS
WHEN OVERDONE**

Identify 3 **negative results** when each side is overdone to the neglect of the other in the two boxes above.

STEP 2: ASSESS

PROMOTING **COLLABORATION** AND **INDEPENDENCE**



What quadrant are you spending the most time in these days?

If you find yourself in Quadrant 1, 2 or 3, what are a few things you could **START** or **STOP** doing that would help you to spend more time in Quadrant 4?

If you find yourself in Quadrant 4, what are some things that you need to make sure you **CONTINUE** doing to stay in this quadrant in the season ahead? How can you leverage your ability to manage this tension well to help others around you at work and home move into this quadrant?

NOTES:

STEP 3: LEVERAGE

ACTION PLAN FOR PROMOTING **COLLABORATION** AND **INDEPENDENCE**

Start by identifying **1 to 3 actions** you (and/or your team) can take to gain or maintain the positive results of each side.

ACTION STEPS:

What are things you do to gain or maintain **the positive results of promoting collaboration**?
What? Who? When?

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ACTION STEPS:

What are things you do to gain or maintain **the positive results of promoting independence**?
What? Who? When?

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Identify **1 to 3 red flags** that serve as early warning indicators that a side is being overdone to the neglect of the other.

RED FLAGS:

What are early warning signs that you're **overfocusing on collaboration to the neglect of independence**?
What? Who owns it? So what?

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RED FLAGS:

What are early warning signs that you're **overfocusing on independence to the neglect of collaboration**?
What? Who owns it? So what?

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STEP 1: UNDERSTAND

HEALTHY TENSION WORKSHEET FOR INCREASING **EMPOWERMENT** AND **ACCOUNTABILITY**

Start by identifying 3 **positive results** from focusing on each side and write them in these two boxes below.



**POSITIVE RESULTS OF
INCREASING EMPOWERMENT**



**POSITIVE RESULTS OF
INCREASING ACCOUNTABILITY**



**NEGATIVE RESULTS
WHEN OVERDONE**

**NEGATIVE RESULTS
WHEN OVERDONE**

Identify 3 **negative results** when each side is overdone to the neglect of the other in the two boxes above.

STEP 2: ASSESS

INCREASING EMPOWERMENT AND ACCOUNTABILITY



What quadrant are you spending the most time in these days?

If you find yourself in Quadrant 1, 2 or 3, what are a few things you could **START** or **STOP** doing that would help you to spend more time in Quadrant 4?

If you find yourself in Quadrant 4, what are some things that you need to make sure you **CONTINUE** doing to stay in this quadrant in the season ahead? How can you leverage your ability to manage this tension well to help others around you at work and home move into this quadrant?

NOTES:

STEP 3: LEVERAGE

ACTION PLAN FOR INCREASING **EMPOWERMENT** AND **ACCOUNTABILITY**

Start by identifying **1 to 3 actions** you (and/or your team) can take to gain or maintain the positive results of each side.

ACTION STEPS:

What are things you do to gain or maintain **the positive results of increasing empowerment**?
What? Who? When?

ACTION STEPS:

What are things you do to gain or maintain **the positive results of increasing accountability**?
What? Who? When?

Identify **1 to 3 red flags** that serve as early warning indicators that a side is being overdone to the neglect of the other.

RED FLAGS:

What are early warning signs that you're **overfocusing on empowerment to the neglect of accountability**?
What? Who owns it? So what?

RED FLAGS:

What are early warning signs that you're **overfocusing on accountability to the neglect of empowerment**?
What? Who owns it? So what?

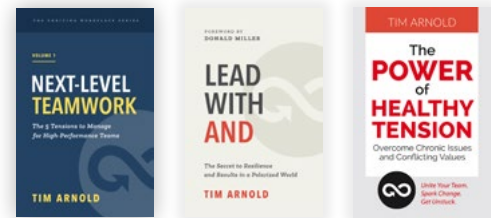
NEXT STEPS



Go deeper.

Find links to the rest of Tim Arnold's books and learn more about the power of healthy tension.

[TIMARNOLD.CA/BOOKS](https://timarnold.ca/books)



Give your team the core skills required for success.

Leaders for Leaders' live & virtual workshops provide you with the skills and confidence needed to thrive in the workplace.

[LEADERSFORLEADERS.CA](https://leadersforleaders.ca)

The Leaders Edge.

Every other week we send out our Leadership Quick Tip & DIY Team Activity. Each email is practical enough for you to take meaningful action right away.

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