

# Checking Your Capacity Dashboard

First, let's define "capacity." It's the space between what you have *committed* to do and what you've been *designed* to do. When we're operating within our capacity, we're healthy. But when we're overworked, under-performing or out-of-touch, we could be close to burning out. This assessment will help you identify areas of your life you should pay attention to, and areas you're doing well in.

## Directions:

Complete this assessment using a scale of 1-10. Each row includes verbiage in the column under "1" that represents an unhealthy response, and verbiage in the column labeled "10" that represents the most healthy response. As you read through each row, use a score between 1-10 to identify where you personally fall between each statement. Write the number to the left of each statement.

## Example:

Score	Category	Unhealthy (1)	Healthy (10)
5	Motivation	I wake up with a sense of dread or thoughts of, "When can I stop moving?" The day ahead feels daunting.	I feel peaceful when I wake up and go to bed. I look forward to the day ahead!
7	Reactions	I have snapped, popped and exploded at more people than I should. Even if it's only in my head.	My reactions are in check and I'm able to control my emotions.
8	Interactions	I realize that I have a lot of people in my day that are irritating me. I find myself thinking others are always the problem.	I can have irritating interactions with others, but they are few and far between.

After you have finished the entire assessment, add your individual scores and divide by 18 to get your total score.

## The Assessment

Score	Category	Unhealthy (1)	Healthy (10)
	Motivation	I wake up with a sense of dread or thoughts of, "When can I stop moving?" The day ahead feels daunting.	I feel peaceful when I wake up and go to bed. I look forward to the day ahead!
	Reactions	I have snapped, popped and exploded at more people than I should. Even if it's only in my head.	My reactions are in check and I'm able to control my emotions.
	Interactions	I realize that I have a lot of people in my day that are irritating me. I find myself thinking others are always the problem.	I can have irritating interactions with others, but they are few and far between.
	Community	I have become more isolated and withdrawn. Though others may not have noticed it, I find myself wanting more time alone than is typical for me.	I have a healthy community in my life. I regularly connect to a few people with whom I am completely honest.
	Spiritual Life	My time with God is routine and obligatory, or non-existent. I never pray unless I'm desperate.	My time with God is consistent and fulfilling. I look forward to being with Him and growing in His Word, prayer and worship.
	Leadership	I have started to "fake" my spiritual leadership. I say the right things, quote the right verses and pray with others, but inside it feels inauthentic.	I am authentic and open as a spiritual leader. I am the same person on the inside as I am on the outside.
	Exercise	I have stopped eating properly and/or exercising. I grab food for comfort more than I should.	I have a reasonably consistent eating and exercise routine.
	Commitments	I have lost control of my calendar and schedule. I often feel like a robot moving from appointment to appointment.	I know the time of day I am most productive and guard it as much as possible.
	Contentment	I find myself keeping score of things. For example, "How many times have I emptied the dishwasher?" or, "How many times has she been late to this meeting"	For the most part, I am content with how roles and responsibilities are being lived out in my significant relationships.
	Outlook	Most or all of my days are bad days.	Though not all days are good days, I have general optimism about the days and weeks ahead.

Score	Category	Unhealthy (1)	Healthy (10)
	Engagement	My mind is dull. I feel overwhelmed and can't concentrate. I often feel like I am numbly going through the motions.	My head is clear and I am fully engaged in activities, relationships, meetings and projects.
	Physical Rest	I consistently sleep too little or too much. I ignore what my body is telling me about rest.	I know how much sleep I need each night and routinely get the right amount of sleep for me.
	Sabbath Rest	Even though I may take a day off each week, I would not consider it a Sabbath rest.	I have a fairly consistent Sabbath.
	Mental Health	I may be depressed. I have a gnawing feeling of sadness and/or numbness. I am faking it around others. I may need to consider talking to a counselor.	I have a handle on my mental and emotional health. I can laugh and cry easily according to my personality or wiring.
	Purpose	I feel like I'm going through the motions most days. I need to find ways to use my gifts at my job, my church or in my community to more deeply connect to my purpose.	I have a motivating connection to my purpose, calling and mission. I feel productive and useful most weeks.
	Service	I have become self-focused. Either I rarely serve others, or when I do, it's out of obligation.	I have an appropriate outlook to serve others and am aware of their needs.
	Trust	I am becoming more and more cynical about people, circumstances, or life in general. I need to learn to forgive others or grieve loss that comes with life.	I am appropriately optimistic and believe the best in others and their motives.
	Self-soothing	I use food, alcohol, television, shopping, social media or something else to self-medicate.	My relationship with food, alcohol, television, social media, etc. is appropriate.
	<b>Total Score</b>	<i>Remember to add your individual scores and divide by 18 to get your average score!</i>	

### How to Interpret Your Score

**An average score between 1-3** means a change needs to happen soon, or you'll find yourself burned out, bitter, unforgiving or cynical. Talk with a trusted friend, a pastor or counselor to help unpack ways to move toward a more healthy range.

**An average score between 4-6** means you should pay attention. Revisit your individual scores above to see which scores are low, and ask God to reveal what circumstances, conversations or hurt led to this score. Pray for practical wisdom to move the needle to a healthy range.

**An average score between 7-10** means you are self-leading and in a healthy category. Consistently check-in on yourself to ensure you stay here!