

# HIDDEN GAPS

## CONDITIONS SNAPSHOT

### INSTRUCTIONS:

Set aside 10 minutes in a quiet space. Read each prompt and jot down your honest thoughts.

The goal is to uncover small obstacles (“friction points”) that may be slowing you down, so you can take action to improve the conditions.

### CAPACITY & FOCUS

Do I have enough time and resources to do my best work?  
What distractions or interruptions most often break my focus?

### ENVIRONMENT

Does my workspace help me concentrate and feel motivated?  
Are there environmental factors (noise, clutter, etc.) that add friction to my day?

### PROCESS & EFFICIENCY

Are there repetitive tasks I could automate or streamline?

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### ACTION

Review your answers and highlight 1 friction point you'd like to address and set a realistic goal date.

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