Peak Leaks™ Preview Diagnostic

Use this expanded preview to identify the top 10 leaks in each category that may be undermining your team's productivity. Mark the boxes for those present in your organization.

Behavioral Leaks

- ☐ Constant multitasking or task-switching
- ☐ No dedicated time for deep work
- ☐ Low personal awareness of focus habits
- ☐ Checking phone reflexively during work
- ☐ No recovery or mental reset practices
- ☐ Feeling scattered at the start of most days
- ☐ Lack of boundaries between work and personal time
- ☐ Responding immediately to all emails/alerts
- ☐ Interrupting self with new ideas mid-task
- ☐ Working late to compensate for lost focus time

Structural Leaks

- ☐ Too many meetings with no clear purpose
- ☐ Lack of priority alignment across teams
- ☐ Workflows vary between people or departments
- ☐ No clear execution rhythm or accountability loop
- ☐ Weekly plans constantly overwritten by urgencies
- ☐ No buffer time built into schedules
- ☐ Inconsistent communication norms across roles
- ☐ Excessive approvals required for basic actions
- ☐ Decisions revisited repeatedly without progress
- ☐ Workdays packed end-to-end without focus blocks

Technological Leaks

- ☐ Notifications from too many apps and platforms
- ☐ Overuse of chat/slack with poor boundaries
- ☐ Switching between 6+ tools daily
- ☐ Defaulting to email over quick decisions
- ☐ Tech tools used inconsistently across teams
- ☐ Inbox is a to-do list managed by others
- ☐ Work interrupted by calendar or device alerts
- ☐ People unclear on where key info lives
- ☐ Internal systems are bloated or hard to navigate
- ☐ No defined digital focus protocols or quiet hours

Leadership Leaks

- ☐ Frequent fire drills or last-minute requests
- ☐ No clear focus cascaded from leadership
- ☐ Shifting priorities with little communication
- ☐ Inconsistent leadership modeling of focus
- ☐ Micromanagement of daily tasks
- ☐ Unclear definitions of success for major initiatives
- ☐ Focus time not protected or supported
- ☐ Low enforcement of accountability agreements
- ☐ Strategic plans are vague or unreferenced
- ☐ Urgency always overrides importance

What You Tolerate

- ☐ Allowing low performers to set the pace
- ☐ No consequences for missed deadlines
- ☐ Cultural drift from reactive norms
- ☐ Recurring inefficiencies left unaddressed
- ☐ Excessive tolerance of unclear communication
- ☐ Chronic lateness or disorganization accepted
- ☐ Lack of follow-up on key agreements
- ☐ Team norms vary widely without clarity
- ☐ Complaints are voiced but not resolved
- ☐ Allowing distraction to go unchallenged

Each leak may cost between 30 minutes to 2+ hours per employee per week.
For a full diagnostic tool and remediation strategy, contact Peak Growth Solutions.