Peak Leaks™ Toolkit

How Tiny Workplace Frictions Create Massive Waste—And What to Do About It

Created by Peak Growth Solutions
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Peak Leaks™ — The Hidden Costs of Workplace Distraction

How Tiny Workplace Frictions Create Massive Waste—And What to Do About It

What Are Peak Leaks™?

Peak Leaks™ are recurring workplace behaviors, inefficiencies, or distractions that quietly drain time, energy, execution quality, and focus. They show up in every organization—and compound over time into serious losses in productivity and performance.

The Five Categories of Leaks

- Behavioral: Habits like multitasking, constant email checking, or avoidance

- Structural: Role confusion, poor handoffs, or lack of clear ownership

- Technological: Tool overload, slow systems, or notification chaos

- Leadership: Micromanagement, lack of follow-through, unclear expectations

- What You Tolerate: Inefficiencies or behaviors no one addresses, but everyone notices

Why It Matters

Most teams don't fail because of one big issue. They leak performance in dozens of tiny, tolerated ways. Fixing even a few high-cost leaks can restore hours per week—and dramatically improve morale and throughput.

What's Next

Start by identifying your top recurring leaks using the Peak Leaks™ Diagnostic Worksheet. Estimate their cost. Choose one or two to fix. Then track the improvement using your Peak Focused Productivity Formula™.

Peak Leaks™ Diagnostic Worksheet

Use this worksheet to identify your team's top recurring distractions, inefficiencies, and unaddressed friction points. Estimate the time and cost of each leak, then prioritize which to fix first.

Leak Description	Category (Behavioral, Structural, etc.)	Est. Time Lost/Week	Est. Cost/Month	Priority (High/Med/Low)

Discussion Prompts:

- Which leaks have the biggest visible impact?

- Which are most tolerated or ignored?

- What would be the benefit of fixing just one of these leaks?

25 Common Peak Leaks™ – Reference Guide

These examples help teams quickly identify the most common distractions and inefficiencies that reduce performance across five leak categories.

Behavioral Leaks
- - Constant context switching
- - Multitasking during meetings
- - Avoiding hard conversations
- - Checking email every 5 minutes
- - Not setting a daily top priority

Structural Leaks

- - Unclear roles and responsibilities
- - Broken or delayed handoffs
- - No process for recurring tasks
- - Meetings without agendas
- - Multiple people owning the same outcome

Technological Leaks

- - Tool overload and app fatigue
- - Notifications from 7+ platforms
- - Slow or outdated systems
- - Ineffective task/project management software
- - Re-entering the same data in multiple places

Leadership Leaks

- - Micromanagement or control loops
- - Lack of follow-through on commitments
- - Unclear or shifting priorities
- - No feedback or coaching rhythm
- - Rewarding effort, not results

What You Tolerate

- - Chronic lateness or lack of preparation
- - Incomplete work being passed forward
- - Interruptions normalized as culture
- - Toxic behavior that's never addressed
- - Lack of recognition for focused effort

Use this list as a starting point. Expand it with your own team's observations to build a customized Peak Leaks™ library.

Peak Leaks™ – Impact Calculator

Use this tool to estimate the financial and time cost of recurring workplace leaks. Even small distractions can result in major losses when multiplied across teams and weeks.

Leak Description	Time Lost/Week (per person)	Team Size	Hourly Rate ($)	Monthly Cost	Annual Cost

Instructions:

- Estimate how much time is lost weekly per person from a given leak.
- Multiply by the number of people affected and their average hourly rate.
- Monthly Cost = Time lost/week × hourly rate × 4 weeks × team size
- Annual Cost = Monthly cost × 12
- Prioritize high-cost leaks for immediate improvement or elimination.

Peak Leaks™ – Team Workshop Facilitation Guide

This guide helps you run a 45–60 minute workshop with your team to uncover and begin addressing Peak Leaks™—the small, recurring disruptions that quietly drain performance. Identify leaks, estimate their impact, and commit to action.

Step 1: Setup (5–10 minutes)
- Distribute the Peak Leaks™ Explainer and Diagnostic Worksheet.

- Briefly introduce the concept: 'Tiny workplace frictions create massive waste.'

Step 2: Identify Individual Leaks (10–15 minutes)
- Have each team member brainstorm 3–5 leaks they experience or observe.

- Encourage honesty without blaming others—focus on behaviors, structures, and habits.

Step 3: Share and Discuss (15–20 minutes)
- Go around the group. Each person shares 1–2 leaks.

- Group similar leaks by category (Behavioral, Structural, etc.).

- Use the 100 Common Peak Leaks™ Guide for prompts if needed.

Step 4: Estimate Cost (10 minutes)
- Use the Peak Leaks™ Impact Calculator.

- Identify the top 2–3 leaks with the highest total cost or disruption.

Step 5: Commit to Fixes (10 minutes)

- Choose 1 leak to address immediately.

- Assign an owner, next action, and follow-up date.

- Revisit in your next team meeting or Peak Reset™ session.

Wrap-Up

- Thank the team for helping create a stronger work environment.

- Remind them: You don't fix leaks once—you prevent them by staying focused and aware.