

CLEAR™ SYSTEM · PARTICIPANT WORKBOOK

From Me to We

Participant Workbook

Activating High-Performance Team Culture

HOW TO USE THIS WORKBOOK

Work through each section as your facilitator guides you.

Be honest. Be specific. The value is in what you actually write.

This is yours — take it with you and return to it often.

Name

Team / Company

Workshop Date

“Your destiny hinges on your next best decision.”

— Layla McGlone · Capacity OS™



SECTION 1 · WHO WE ARE

Who I Am On This Team

Complete each statement. Write boldly. Your team is about to see what you bring.

Before clarity, you need honesty. Rate all 8 life areas and see your actual baseline.
Strengths that stay invisible stay unused. Today we make the invisible visible.

My top 3 strengths:

My highest contribution to this team is:

What I want this team to know about me:

SECTION 2 · HOW WE SHOW UP

My EQ Honest Check-In

Emotional intelligence is the single greatest predictor of performance. Start with honesty.

Where I default when under pressure — circle your honest answer:

VICTIM

BLAMER

RESCUER

ALL THREE

One real situation where I've been in the Drama Triangle:

My commitment to the 4P Response Method™:

“When I feel triggered, I will first _____”



SECTION 3 · WHAT WE BELIEVE

The Ambassador Framework™

PROPRIETARY IP · LAYLA McGLONE · CAPACITY OS™ You are not just an employee. You are a representative of something worth representing.

Answer each question honestly. These become your ambassador commitments.

Q1 — What does this company stand for — and do you believe in it?

Q2 — How do you represent this company when no one is watching?

Q3 — What does it cost the team when you show up less than your best?

Q4 — What would it look like if every person here was a true ambassador?

My Personal Ambassador Declaration:

"I am an ambassador because _____"

SECTION 3 · OWNERSHIP MINDSET

Passenger or Owner?

Honestly, where do I lean right now? Mark your X on the scale below:



FULL PASSENGER

mark your honest X above

FULL OWNER

One thing I will do this week to show up more like an owner:



SECTION 4 · WHERE WE'RE GOING

My Contribution to the Vision

A team without a shared picture of the future defaults to individual agendas. Today you build it.

Our team's 12-month vision (write what is shared in the room):

My contribution to that vision is:

"I will _____"

Our team's 90-day WIN looks like:

SECTION 4 · TEAM COMMITMENTS

Stop · Start · Keep

Based on today's discussion, record the team commitments below.

STOP	START	KEEP



SHARED PAGE · EVERY PERSON WRITES THE SAME THING

Our Team Declaration

We are the team of: _____

Today we commit to:

- 1. _____
- 2. _____
- 3. _____

"We are not just employees. We are ambassadors."

My signature: _____ Date: _____

MY 30-DAY ACTION PLAN

After Today — What Changes

The ONE behavior I am committing to change:

The ONE thing I will celebrate in 30 days:

My accountability partner from today: _____

The 2-2-2 Challenge — Your Take-Home Assignment

Ask 10 people who know you: 2 things to STOP · 2 things to START · 2 things to KEEP
Include: 2 work teammates · 2 direct reports · 2 family/home · 2 friends · 2 who are totally honest
Bring results back to your next session or team check-in. Record below (Page 6).

Celebrate the Win™ · One person I acknowledge today:

What they bring: _____

THE 2-2-2 CHALLENGE · RESULTS PAGE

What 10 People Said

Record responses below. Look for patterns. What appears more than once is your signal.

[illegible]

What surprised me:

What confirmed what I already knew:

The ONE thing I am committed to acting on:

"I trusted the process. I did the work. I reaped the results."

Capacity OS™ · capacityos.co