

Biggest Headache

When and With Whom Might You Use This Tool?

This tool is very helpful in team meetings both to establish an outward-mindset approach that will sustain throughout the meeting and to get real work accomplished for the team. If you work on one team member's headache, this process will take about five minutes at the beginning of your meeting. Or you can spend a longer period or an entire meeting helping each team member with their headaches. In the latter case, you will repeat this process for each person in the meeting.

How to Use It

1. Share headache. Invite one person in the group to share their current biggest work-related headache and what they are trying to do about it.
2. Brainstorm help. Have each of the other people write down one thing they could do that they think might help this colleague in some way with his/her situation.
3. Offer help. Have each person share the item they are willing to do. Go around the group until all the people have shared their offers of help.

Biggest Headache

| | Headache | How Can I Help |
|----------|----------|----------------|
| Person 1 | | |
| Person 2 | | |
| Person 3 | | |
| Person 4 | | |
| Person 5 | | |
| Person 6 | | |
| Person 7 | | |

**Share What I
Can Do:**

Offer the help that I
feel I can give.