

Workforce Capacity



Unlocking Capacity Through More Effective Ways of Working

Use this worksheet to assess whether workforce capacity challenges can be addressed through improved ways of working—before defaulting to hiring. Teams, HR business partners, and recruiters can use these questions during workforce planning, intake conversations, or operational reviews. Use the space provided to **capture notes**, and **click the circles** to indicate the potential size of the opportunity (**larger circles represent larger opportunities**). Once you've identified the potential size, you can prioritize which opportunities to act on.

Factor and Questions	Notes	Size of Opportunity
Priority Alignment Are individuals and teams clear on the highest-value work—and are they allocating time accordingly?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Role Clarity & Duplication Where are there duplicative efforts across teams, functions, or business units?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Process Efficiency Where are teams spending time on low-value or repetitive work that could be eliminated, automated, or streamlined?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Meeting Culture What percentage of time is spent in lower value meetings—and how many are outcome-driven or necessary?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Decision-Making Bottlenecks Where do decisions frequently stall or require excessive approval layers?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Legacy Policies & Approvals What policies, workflows, or approvals are still in place but may no longer serve a useful purpose?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Technology & Tool Friction Which systems or tools are creating more friction than value?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Communication Gaps Where does communication break down and result in rework, delays, or confusion?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
AI & Work Redesign How might AI or digital tools be used to reassign or redesign parts of the work?		<input type="radio"/> <input type="radio"/> <input type="radio"/>
Leadership Practices How are leadership or management practices unintentionally limiting team capacity?		<input type="radio"/> <input type="radio"/> <input type="radio"/>

If you're an internal HR practitioner and want to go deeper with me and other internal HR practitioners on topics like this, learn about my private community, [Talent Edge Circle](#)

