CollabCapacity

Insight Report

Your Personalized Collaboration Clarity Report
— Based on the CollabCapacity Quiz™

CollabCode™

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This guide is fluid.
Skim, pause, return.
You'll find something new each time you do.

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Why Capacity Awareness Matters!

Collaboration thrives when we have space to show up as our full selves—not just our roles.

But too often, we assess readiness based on surface-level logistics ("Do I have time?") and overlook deeper capacity signals. That's how people say yes too soon, stay too long, or burn out silently.

Capacity isn't a trait.

It's not fixed, and it's not a flaw.

It's a dynamic state shaped by context, resourcing, relationships, and rhythm. This quiz isn't here to label you.

It's here to help you name what's real—right now—so you can move forward with clarity and choice.

The 4 Layers of CollabCapacity

When we talk about capacity, we mean more than just time.
Real readiness to collaborate includes four layers:

Emotional Capacity
- Are you emotionally resourced enough to engage with presence? Or are you guarded, brittle, or stretched too thin?

Energetic Capacity
- Do you have the physical, nervous system energy to participate fully? Or are you forcing it, surviving the calendar, or dragging?

Mental Capacity
- Do you have clarity on what's yours to hold and what's happening around you? Or are you overwhelmed, looping, or confused?

Logistical Capacity
- Do you have the time, tools, and space to follow through sustainably? Or are you squeezing things in with no margin?

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What This Quiz Measures

This quiz reveals the real-time patterns that show up when your collaborative clarity, boundaries, or sustainability start to drift. It's not a personality test—it's a pulse check.

Each result highlights a pattern that may signal:
- Unspoken expectations
- Capacity mismatches
- Invisible labor
- Over-functioning
- Power imbalances
- Foggy structure

Or the emotional toll of keeping things "smooth" while feeling unseen

Why Take This Quiz More Than Once?

Because collaboration is dynamic.
You might be a Lone Expert in one project… a Conflict Avoider in another.
You may start out clear and shift into burnout, over-extension, or unexpected change.

🚦 Low Capacity ≠ Low Value

Naming low capacity doesn't mean you've failed.
It means you're paying attention.

You're allowed to reset.
You're allowed to pause.
You're allowed to collaborate differently than you did last month.

This guide helps you notice your current CollabCapacity so you can make choices that protect your voice, your value, and your wellbeing—while still contributing with care.

The 7 CollabCapacity Types
Which one best reflects where you are right now?

1. The Foggy Starter
You've technically said "yes," but your clarity hasn't arrived with you. Things feel murky, scattered, or vague—so you're unsure what's expected, how to contribute, or whether you're truly in. You're craving focus, not more pressure.

2. The Over-functioning Optimist
You came in with energy and vision—but now you're quietly holding more than your share. Others are drifting, details are fuzzy, and you're plugging the gaps without slowing down. Your optimism is real, but it's costing you clarity and sustainability.

3. The Silent Resenter
You've noticed the imbalance, but you haven't voiced it. You might be avoiding rupture, managing emotions for others, or hoping it will resolve without confrontation. Beneath the quiet is wisdom—and an invitation to honor your own boundary.

4. The Lone Expert
You've become the default problem-solver—sometimes by necessity, sometimes by habit. You may feel indispensable but isolated. You're doing excellent work, but at the cost of co-creation. It's time to be supported, not just respected.
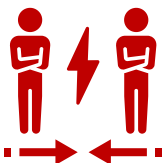
5. The Conflict Avoider
You sense the tension, but naming it feels risky. You're navigating around disagreement, buffering others, or avoiding decisions that might disrupt the peace. Your intuition is sharp—but your collaboration needs directness, not just diplomacy.

6. The Compromising Chameleon
You're relationally flexible—but often at the expense of your own needs. You say yes quickly, adapt silently, and disappear slowly. You don't need to harden. You need to clarify what you truly need in order to stay resourced and visible.

7. The Aligned Collaborator
You're clear, communicative, and co-creating from a grounded place. You're attuned to both your own capacity and others'. When misalignment arises, you can name it early and adjust. Keep tending to this clarity—it's not fixed, it's practiced.

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How to Use Your CollabCapacity Insight Report

1.Ask Yourself:

"Does this type feel familiar right now?"

Capacity is fluid. Don't over-identify with the label.
Instead, ask:
 - What resonates most?
 - What feels off or situational?
 - What part of me might be speaking through this type?

2.Map Your Current Collaborations:

Make a simple list of the key collaborations you're part of—this month, this season, or this cycle.
Next to each, ask:
 • What's my current CollabCapacity for this partnership?
 • (You can use your quiz result—or revisit the 7 types as lenses.)
 • What does this partnership need from me right now?
 • Are those two things in alignment?

3.Use a Color Lens:

Try assigning each collaboration a color, to help you spot where clarity is needed:
🟢 Green = Aligned
 • You feel clear, seen, resourced, and steady.
🟡 Yellow = Tense but Manageable
 • Some fog or friction is emerging. You're noticing strain, but haven't named it yet.
🔴 Red = Misaligned or Depleting
 • You're carrying invisible labor, over-adapting, or unsure if you can sustain this collaboration.
This is not about judging others or labeling failures.
 It's about recognizing what's real—so you can lead from clarity, not exhaustion.

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When to Use This Tool

CollabCapacity isn't fixed—it changes as your energy, clarity, and life circumstances shift.

This quiz and guide are designed to be revisited as often as needed.

✓ **Use this tool when:**
Starting a New Collaboration
Before saying yes, pause and check your real capacity.

This isn't just about whether the project excites you—but whether you're resourced to show up well.

✓ **Re-negotiating an Existing One**
If things feel heavier, murkier, or misaligned mid-way through, your CollabCapacity may have shifted.

Use this tool to help name what's changed and reset roles, pace, or expectations.

✓ **After a Life or Capacity Shift**
Illness, burnout, grief, relocation, caregiving, job change—any of these can quietly drain your capacity before you realize it.

This quiz gives you language to understand your needs before they turn into silence or resentment.

You don't need to wait for a rupture to reset.
This is a tool for prevention, reflection, and realignment.

Keep it close, and return to it when your body or calendar says, "Something's off."

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The Foggy Starter

You're ready to co-create—but the map is still missing.
You've stepped into a collaboration—maybe enthusiastically—but something feels vague.

You might be unsure of your exact role. You haven't named expectations. The shared purpose feels assumed, not confirmed.

You may feel ready to move, but clarity hasn't caught up to momentum.
This doesn't mean you're unprepared.
It means the collaboration needs a pause to align before it accelerates.

🚦 **What This Might Signal:**
- You're relying on relational trust or shared vision—but skipping structure
- You're hoping clarity will emerge naturally (it rarely does)
- You've committed without confirming expectations—yours or theirs

⚠️ **What's at Risk:**
- You might over-function to fill in the missing structure
- Misaligned assumptions can build quiet resentment
- You may feel overly responsible for something never clearly agreed on
- Others might fail to meet "expectations" they didn't even know existed

🧠 **CollabStructure™ Focus:**
- **Shared Purpose:** Why are we doing this together?
- **Defined Roles:** What's mine, what's yours, what's shared?
- **Aligned Expectations:** What does success look like for each of us?

🛠️ **Try This:**
Ask these 3 alignment questions before things move further:
1. "Why are we doing this—together?"
2. "What does a successful outcome look like—for you and for me?"
3. "What's mine to own—and what's yours?"
These are not confrontation—they're prevention.

💬 **Try Saying This:**
"Before we get too deep in, can we pause to name our purpose, roles, and expectations?
I want to feel confident we're building the same thing."

Capacity Check-In:
- **Mental:** Am I clear—or just moving fast?
- **Emotional:** Do I feel grounded enough to speak up about misalignment?
- **Energetic:** Do I have the internal bandwidth to clarify before committing more?
- **Logistical:** Are the tools, time, and rhythms in place—or is it all improvised?

The Over-functioning Optimist

You said yes with heart—but not with a full tank.
You care deeply. You show up with energy, effort, and integrity.

You're committed to the work—and the people. But if you're honest?
You didn't fully check your capacity before saying yes. And now, you're doing more than your share to "hold it all together."

This isn't about being too much.
It's about doing too much without enough shared structure or support.

🚦 **What This Might Signal:**
- You're carrying unspoken labor to keep things moving
- You believe in the collaboration—but it's starting to deplete you
- You may fear that stepping back means dropping the ball

This is especially common for caretakers, women, nonprofit leaders, and anyone conditioned to "make it work" no matter the cost.

⚠️ **What's at Risk:**
- Quiet resentment toward collaborators who don't "match your pace"
- Burnout masked as enthusiasm
- Becoming the glue (or the garbage collector) instead of a co-creator
- Losing touch with your own why because you're managing everything else

🧠 **CollabStructure™ Focus:**
- **Boundary Honoring:** Can you name your actual limits—without apology?
- **Purpose Alignment:** Are you still connected to why you said yes?
- **CollabStructure™ Support:** Do you have a way to re-check roles + redistribute weight?

🛠️ **Try This:**
Use this boundary-setting prompt in your next check-in:
"I said yes because I care—but I need to re-ground in what I can realistically sustain. Can we review roles and redistribute what's become too much?"

💬 **Try Saying This:**
"Before this gets further, I need to be honest about what's feeling heavy. I want to stay in —but I can't carry more than I have capacity for."

Capacity Check-In:
- **Emotional:** Am I starting to feel unappreciated or invisible?
- **Energetic:** Am I depleted but pushing through?
- **Mental:** Is my brain managing more than the system is?
- **Logistical:** Do I actually have time—or am I squeezing this in around everything else?

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The Silent Resenter

You're doing the work—but not being seen for it.
You've been showing up—logistically, emotionally, relationally.
Maybe you're managing the group chat, tracking the deadlines, holding the emotional tone.

The problem? It hasn't been named. It hasn't been acknowledged. And the longer it goes unspoken, the more it starts to build.

You may feel like it's "not a big deal," but your body knows it is.
That quiet resentment? It's your system telling you: "This doesn't feel reciprocal."

🚦 **What This Might Signal:**
- You're doing invisible labor—often emotional or relational
- You've deprioritized your own needs to "keep things smooth"
- You fear that naming your contributions will make you seem needy or dramatic

⚠️ **What's at Risk:**
- Building resentment that leaks out sideways (silence, sarcasm, withdrawal)
- Collapsing into burnout from carrying what was never made mutual
- Losing clarity on what you agreed to vs. what you picked up
- Feeling like a "good collaborator" while quietly eroding your wellness

🧠 **CollabCode™ Focus:**
- **CollabCurrency™ Check:** Is your contribution named, valued, and visible?
- **Value Exchange:** Are you receiving energy, support, or recognition in return?
- **Conflict Navigation:** Do you have a safe pathway to name the imbalance?

🛠️ **Try This:**
Pause for a value exchange inventory:
- "What am I contributing? (time, emotional labor, structure, vision)
- What am I receiving?
- Has that been named—or assumed?"
Then decide: is it time to name, negotiate, or release?

💬 **Try Saying This:**
"I've been doing some reflecting—and I realized I've taken on a lot of invisible labor in this collab. Can we pause to talk about how we're each contributing and recognizing the work?"

Capacity Check-In:
- **Emotional:** Am I carrying feelings I haven't had space to name?
- **Energetic:** Is the emotional weight starting to outpace the joy or alignment?
- **Mental:** Am I overthinking how to "bring things up" instead of being able to just say them?
- **Logistical:** Am I doing labor that wasn't part of the agreement?

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The Lone Expert

You're not collaborating—you're quietly soloing.
You're capable. Focused. Clear.

But somewhere along the way, this stopped feeling like a collaboration and started feeling like a burden.

Whether by choice, habit, or default—you've ended up holding the whole thing.
It might be because others are dropping the ball. Or because you don't trust them to carry it.
Maybe the structure is missing, and it just felt easier to do it yourself.
Whatever the path—you're now overextended and under-supported.

🚦 **What This Might Signal:**
- You're used to working solo and haven't built trust in co-creation
- You're unclear on where others' responsibilities begin or end
- You believe letting go = losing quality, clarity, or control

⚠️ **What's at Risk:**
- Burnout from doing everyone's part—and yours
- Rigidity in decision-making that isolates others
- Quiet resentment from team members who want to help but don't know how
- Projects getting stuck because they depend on you to move forward

🧠 **CollabCode™ Focus:**
- **CollabStructure™ Reset:** Are roles, timelines, and decision rights clearly shared—or tacitly owned by you?
- **CollabSkill:** Co-Ownership: Are you inviting people in, or unintentionally gatekeeping?
- **CollabCapacity Check:** Are you actually resourced—or just running on control?

🛠️ **Try This:**
Do a quick ownership audit:
"What am I holding that was never mine to hold alone?"
 "Who could support this, if I let them in with clarity and trust?"
Then schedule a reset conversation with clear delegation—not just hope.

💬 **Try Saying This:**
"I've noticed I'm holding a lot of the pieces in this collab. I'd love to realign on what's shared, and explore how we can re-balance responsibility moving forward."

Capacity Check-In:
- **Emotional:** Am I holding tension from unmet expectations or dropped trust?
- **Energetic:** Is my capacity going to soloing—or to true co-creation?
- **Mental:** Am I stuck in decision fatigue or holding too many details?
- **Logistical:** Is there a shared system—or is everything in my head?

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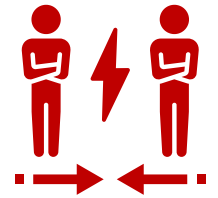
The Conflict Avoider

You can feel the friction—but you're hoping it passes.
Something in the collaboration feels tense, misaligned, or unspoken.
Maybe it's a miscommunication. Maybe it's a role confusion. Maybe it's tone, urgency, or power dynamics.

But instead of addressing it, you've been avoiding it—hoping things will self-correct.
Here's the truth: avoidance is *completely human*. Especially for those who've experienced harm, backlash, or disconnection from speaking up.
You're not weak for pausing. You're just trying to stay safe.

🚦 **What This Might Signal:**
- You're emotionally attuned—but afraid to "rock the boat"
- You've had past experiences where honesty backfired
- You don't have a structure that makes repair feel safe or invited

⚠️ **What's at Risk:**
- Letting small misalignments calcify into big ones
- Feeling emotionally guarded or isolated in the collaboration
- Eroding trust—yours in them, and theirs in you
- Exploding or withdrawing when you reach a quiet breaking point

🧠 **CollabCode™ Focus:**
- **CollabSkill**: Direct Communication → It's not just what you say, but how you hold the container
- **CollabRecovery™** → Having a pathway back to trust and shared reality
- **Psychological Safety** → Are honesty and repair part of your collab culture?

🛠️ **Try This:**
Use a non-blaming check-in prompt like:
"Can we take a quick pause—not to fix anything—but just to check in on how this is feeling for each of us?"

This opens the door to honesty without demanding conflict.

💬 **Try Saying This:**
"Something feels a little off for me in this collab. I'd love to name it before it grows into something heavier. Are you open to a check-in?"

Capacity Check-In:
- **Emotional:** Am I emotionally safe enough to name tension**?**
- **Energetic:** Do I have the bandwidth to hold a hard conversation with care?
- **Mental:** Am I rehearsing a script instead of feeling free to speak honestly?
- **Logistical:** Is there time/space built in for reflective check-ins—or is this all task, no tone?

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The Compromising Chameleon

You bend, stretch, and shift—until your clarity disappears.
You're adaptable. Collaborative. Easy to work with.
People love that you're flexible—and you likely pride yourself on being the glue in tough moments.

But that flexibility can come at a cost: your voice, your needs, and your visibility.
You may be agreeing too quickly. Or shapeshifting to avoid disappointment.
Not because you're weak—but because you've learned to survive by staying likable.

🚦 **What This Might Signal:**
- You're saying yes before checking your own boundaries
- You avoid making requests because you don't want to seem "difficult"
- You haven't named your non-negotiables—or even clarified them for yourself

⚠️ **What's at Risk:**
- Emotional depletion from constant self-adjustment
- Internal resentment when others don't meet unspoken expectations
- Being seen as "easy to work with" while slowly losing your voice
- Getting locked into roles that don't actually reflect your gifts or goals

🧠 **CollabCode™ Focus:**
- **CollabCurrency™ Check:** Have you named what value looks like for you in this collaboration?
- **Boundary Honoring: Can you pause before adapting to ask: "Is this actually aligned?"**
- **CollabSkill: Self-Disclosure +** Request-Making: You're allowed to need things—and say them out loud.

🛠️ **Try This:**
Before you adjust again, pause and ask yourself:
"What do I need to feel resourced, visible, and valued in this collaboration?"
Then ask:
 "Have I said that out loud—or am I hoping someone notices?"

💬 **Try Saying This:**
"I tend to be really flexible, but I want to make sure I'm not overriding my own needs.
Can I name a few things that would help me stay resourced?"

Capacity Check-In:
- **Emotional:** Am I shape-shifting to stay safe or liked?
- **Energetic:** Do I feel restored—or stretched thin from over-accommodating?
- **Mental:** Am I clear on what I need—or just scanning others' needs?
- **Logistical:** Do I have the structure to hold boundaries—or does this collab override my rhythms?

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The Aligned Collaborator

CollabClarity Insight: You're starting from solid ground.
You've likely named your capacity, clarified roles, and checked in about purpose. You're aware of your needs and aren't trying to prove, fix, or disappear in the process.
This is a strong, collaborative baseline.

🚦 What's Working for You:
- You've taken time to assess your true capacity
- You're not afraid of boundaries or feedback
- You don't feel resentful or foggy about what's yours to hold
- You're communicating proactively, not reactively

⚠️ What to Keep an Eye On:
- Micro-misalignments you delay bringing up
- Overextending to keep the peace
- Assuming others have the same clarity you do
- Letting "everything's fine" prevent deeper check-ins

🛠️ Try This:
Anchor a rhythm of reflection.

Use this prompt with your collaborator:
"Can we set a midway check-in now, even if everything feels aligned—so we don't wait until things are tense?"

💬 If That Shifts...

If you start to feel off, revisit the Mid-Collab Reset Kit (linked in your report). You're allowed to shift your mind, your role, or your needs.

🧭 Your Role in CollabCulture:

You're someone who can model healthy, self-aware collaboration. Not perfect. Just present. The more you normalize real-time check-ins, the safer it becomes for others to do the same.

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When Your Capacity Shifts,
So Can the Collaboration

Collaboration isn't a contract you have to keep at all costs.

It's a relationship—a living agreement that should evolve with you.
If you're navigating:
- Burnout
- Illness or grief
- Caregiving or parenting shifts
- Career or identity transitions
- A loss of energy, clarity, or enthusiasm

You're not broken.
You're human.
And your collaborations need to reflect that.

Try This Capacity Reset Prompt:

"Some things in my life or energy have shifted since I said yes to this collaboration.
Can we pause to check what's still aligned—and what might need to shift?"
This doesn't mean walking away.

It might mean redistributing roles, revisiting pace, or reconfirming purpose.

💡 **Remember:**
- You can return to this quiz anytime your capacity changes
- You're allowed to re-negotiate—even mid-project
- You're not failing when you reset—you're practicing clarity

📬 **Keep This Tool Close**
Each time you start, pause, or question a collaboration, take a moment to re-ground.
You might get a different result. That's not inconsistency—it's awareness.
Clarity is not a trait—it's a practice.
And you're building it, one aligned decision at a time.

🌱 **Ready for Deeper Support?**
Sometimes a quiz opens more than it answers.
If you're craving more clarity, structure, or recovery inside a real collaboration, you don't have to figure it out alone.
- **Book a Strategy Session** – Personalized support to map your current collaboration, name what's misaligned, and find a path forward
- **Join the List –** Receive monthly insights, scripts, and tools designed for clarity seekers, silent overfunctioners, and collaboration-heavy humans
  www.thecollabcode.com

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