

WORK LOAD BALANCING

STRATEGIES TO AVOID BURNOUT



KNOW YOUR LIMITATIONS

Don't become too close to reality, knowing your needs and boundaries without being overly aggressive or confrontational.

Recognize how and to effectively communicate your limitations.



BE HONEST AND TRANSPARENT

It's important to be honest about your capacity. Politely explain that you're currently at full capacity and that taking on more work would not allow you to ensure the quality of your output or meet your existing commitments.



OFFER ALTERNATIVE SOLUTIONS

Offer alternative suggestions, such as redistributing tasks among team members, extending deadlines, or proposing a more efficient approach to completing the work.



IF NECESSARY, OFFER TO TAKE ON THE ADDITIONAL LOAD AT A LATER DATE WHEN YOU HAVE MORE AVAILABILITY

If absolutely, offer to take on the additional load at a later date when you have more availability. This shows your willingness to help without compromising your current commitments.



PROVIDE SPECIFIC INFORMATION ABOUT YOUR EXISTING COMMITMENTS TO PREVENT THEM FROM BEING OVERLOOKED

Provide specific examples of your existing commitments to projects that require your full attention. This helps convey that you're already working at capacity.

ALTER LIFE COACHING

Skill Balancing How To Enjoy Work

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