

WORK LOAD BALANCING

STRATEGIES TO AVOID BURNOUT



KNOW YOUR LIMITATIONS

Don't become too busy confidently accepting your needs and boundaries without being overly aggressive or confrontational. Practice this skill to effectively communicate your limitations.



BE HONEST WITH YOURSELF

It's important to be honest about your capacity. Realize within that you're currently at full capacity and that taking on more work could cut into your sleep, exercise, or quality of your output or even your working productivity.



ASK FOR HELP WHEN NEEDED

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



OFFER YOUR OWN HELP

If someone offers to take on the additional task at a later time when you have more availability, this allows your colleagues to help without compromising your current commitments.



RECOGNIZE YOUR OWN LIMITATIONS

Provide specific examples of your existing commitments or 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

Penny Tassoni



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