

## **Checklist: 9 Actionable Tips To Help You Draw Clear Boundaries & Free Up Time**

### **Step 1: Look at the *Big Picture***

1. Look for ways to step up and shine, i.e. increase your visibility. If you're doing it already, find a way to make it count!
2. Make it clear to your boss/superiors that you will help with the current extra workload but it can't go on forever. If possible, agree a clear timeline/deadline with your boss.

### **Step 2: Ask for support**

1. Ask your boss to help you re-prioritize your tasks – this communicates your situation without complaining and clarifies your critical situation.
2. Talk to a colleague who's been in the same/similar situation and find out how they dealt with it. Then take action.

### **Step 3: Communicate your *Big Picture***

1. Explain how taking on more will affect other deadlines and priorities – make your boss aware of the potential consequences.
2. If you say "no", stay involved in the solution (e.g. help your boss find the right person for the job).

**Step 4: Think before accepting**

1. If you're at full capacity but your boss demands that you take on more, look for a task/project that you want to get rid of and agree to "swap" them.
2. If you do accept, ask for the extra time or resources you need and clearly communicate the reasons why. Otherwise, you set yourself up for failure.

**Step 5: Recognize busyness as a choice**

Make a list of all your tasks and prioritize them in order of importance. Then, decide which one you have to keep and create a strategy for killing or postponing the rest.