

BOUNDARIES: SAYING NO WELL & FOCUS MANAGEMENT WORKSHEET

Strategies

1. Know your limits.
2. Create priorities in your own work.
3. Be sure you and your team know your overall goals so that you can align to those.
4. Block time on your calendar for strategy sessions and important projects.
5. Always have clear goals for your team for short and long term.

1. Learning to say “no” can help to empower your employees. Review your current workload. Are there areas of your workload that you could delegate to others to help them achieve their growth goals and create more time in your schedule? What are they? Who can they go to? If you are unsure, this is a great time to find out about your team’s goals.
2. Look at the overall goals of your team for the short and long term. Use these to create boundaries and a list of items you can easily say yes and no to. If it supports your goals and cannot be done by anyone else, it’s a “yes.” If it can be handled by a team member, it’s a “no.”
3. Think back to the last time you said no to a team member. Were you clear about why you said “no”? If not, how could you have been clearer so that your team member can understand your priorities?

“What you don’t do determines what you can do.” –Tim Ferriss