



## Prioritize Heavy Workloads For Success

**I**t seems that every time you see your boss, he has another urgent project for you to work on. You know that there just isn't enough time in a day to get it all done, but he thinks you can handle it. But what he doesn't realize is that this is causing you a lot of stress as you try to figure out how in the world you'll be able to get all that work done. In the back of your mind, the only way it will happen is if you work overtime, and you already know that you aren't authorized to receive overtime pay. So what do you do?

It's time to take a step back. First of all, be honest with yourself and evaluate if the work load is truly a burden or just a matter of you missing out on some extra time to slack off and email. Then — before the stress builds up too much — take action and talk to your boss.

**Dr. Noelle Nelson, Ph.D.**, author of *The Power Of Appreciation In Business*

offers this suggestion: Politely ask your supervisor which task belongs on the back burner. Explain to him that you would really like to do a top-notch job but that isn't possible with the amount of work you currently have on your plate.

This puts the ball back in your supervisor's court, and he can make the call if it's more important for you to get the job done well or to simply get it done. He can also prioritize for you which job is most important.

Dr. Nelson further notes, "You need to set your own boundaries in life. If you don't, others will set them for you, and you may not like it." It's important to remain non-combative and non-confrontational, but at the same time you do need to take a stand for yourself when you're pushed beyond your limits. Don't let yourself be set up for failure. ■



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