WORKSHEET My Workload Reality Check

List what's on your plate right now, then look at what you've said yes to lately.

My core work this month (the projects I'll be judged on): _____

_____

Extras I've said yes to in the last two weeks: _____

_____

Rough hours those extras took: _____

Taken from: ☐ Core work ☐ Lunch breaks ☐ Evenings ☐ Weekends

Office chores I've become the default for: _____

☐ I could hand one of these off with a short guide or a rotation.

The request I'm most likely to get this week: _____

My version of the priority question for my manager: _____

My kind, short no for a coworker: _____

My after-hours rule (when I stop answering, and how I reply the next morning): _____

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