

How to Tell Your Boss You Have Too Much Work

by Rebecca Knight

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These days it seems like most people have too much on their plate. Everyone complains about feeling overworked. So how do you tell your boss you simply have too much to do? No one wants to come across as lazy, uncommitted, or not a team player. How can you protect your image as a hard worker while saying uncle?

What the Experts Say

No matter how busy you are, it can feel exceedingly difficult to talk to your boss about your heavy workload. The reason is twofold, according to Julie Morgenstern, productivity expert and author of *Never Check E-Mail in the Morning*. First, you may worry that by saying something you're going to lose your job. "In the bottom of your belly is this feeling that if you can't handle the work, there's someone else who can; you feel dispensable," she says. Second, "the natural tendency is to think, 'I am not working hard enough, smart enough, or efficiently enough. I should be able to handle this.'

So you suffer in silence." But doing so is dangerous for your career, says Liane Davey, cofounder of 3COze Inc. and author of *You First: Inspire Your Team to Grow Up, Get Along, and Get Stuff Done*.

"You overcommit because you are ambitious or you want to impress your boss, but then when you fail to deliver – or deliver work that is rushed or of poor quality – it sends a message that you are not reliable." So when you feel snowed under, you really should let your manager know. Here are a few ways to make the conversation go more smoothly.

Cut yourself some slack

Feeling overwhelmed and overworked does not signify that you're a subpar employee. "Don't judge yourself so harshly," says Morgenstern. "At most organizations, companies are trying to make do with less, so there is more work to do than there is time to do it." If you're a good performer who on occasion turns down a request or asks for a reprieve, "you're not being lazy, and it does not reflect

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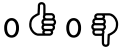
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Aloysio Aguiar 9 months ago

Wonderful message to inspire us on this turbulent day. Congratulations on the quality of your articles. I really used it for myself in my presentations and classes at Universities, where I work in 6 of them in Brazil. Aloysio de Aguiar.

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