Workplace Strategies for Mental Health

Compliments of Canada Life

E-learning module

Setting workload boundaries

Your organization is likely thriving if there's never-ending work to get done, but you can still set boundaries on what you can reasonably deliver. In fact, setting boundaries can help ensure you can do what needs to be done to deliver high-quality work.

Follow these steps when you need to be clear with your boss about what's possible and set boundaries.



Set expectations

Work together to establish timelines and expectations



Be realistic

Be clear and respectful about what you can reasonably do



Offer solutions

When things start to feel unmanageable, speak up



Know your priorities

Ask your manager to help you prioritize



Ask for help

Don't be afraid to ask for extra resources or support

Learn more about setting workload boundaries

Setting healthy boundaries at work
clwsmh.com/setting-healthy-boundaries

Work-life balance tips
clwsmh.com/work-life-balance-tips

Workload stress
clwsmh.com/workload-stress

Prevent burnout
clwsmh.com/prevent-burnout

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life. To learn more, visit clwsmh.com.

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