Breathing Room: Capacity and Boundaries

Review commitments, protect time, and create space for strategic thinking and restoration.

Capacity is shaped by commitments, resources, and the way work is organized. Begin with changes your team can make and decisions that require leadership support.

1 Pause and prioritize

Which one or two activities could we pause, simplify, or stop?

2 Set boundaries

What time can we protect for focused work or rest? What boundaries will leaders model?

3 Streamline and delegate

Which routine task could we simplify, share, or assign differently? What support would a volunteer, partner, or tool actually require?

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Make room and make a decision

4 Make room for a pause

Where could we place a brief reflection or break in the week?

5 Choose what to decline

Which opportunity or request would stretch us beyond our capacity? How will we communicate the decision?

One change to carry forward

What will change, who needs to agree, and when will we review its effect on the work?

A useful pause is part of a wider response

Reflection and breaks can support people. They do not replace realistic workloads, adequate resources, clear roles, and organizational changes when those are needed.

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