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## Self Improvement: Over extending yourself

Over extending yourself and taking on too many projects is never good. It often leads to feelings of being overwhelmed and perpetually stressed. Work productivity also suffers. There are a few things workers can do to avoid overextending themselves in the workplace. Here I will discuss some of the benefits of delegating and prioritizing for a more productive work day.

1. Saying no. It is a simple word, but one we often have trouble accepting and telling others. As a freelance writer I often feel guilty when I turn down writing assignments, but I also know that there are only so many hours in the day to complete everything. I try to not take on more work than I can handle so I do not disappoint editors. It is not selling yourself short if you turn down work. Know your schedule and try to fit in as much as you can, but say no when you can't take on more work than you think you can turn out.

2. Limitations. Knowing your limitations is important and necessary in an effort to gauge yourself and know exactly how much you can fit into your day. Even if we don't admit it we all have limitations. Accept those limitations and make them work for you. Everyone has strengths and weaknesses and those personal traits can be an asset and learning tool for many people if used in the right way.

3. Day planners. Utilizing a day planner or desk diary can help you keep track of your work and personal life in one place. Some people like to have two planners (one for work and one for personal events), but I prefer to have one desk diary and have all of my notes, events, and info all in one calendar. Desk diaries and calendars are fairly inexpensive and can be found on web sites like [www.barnesandnoble.com](http://www.barnesandnoble.com), [www.amazon.com](http://www.amazon.com), and [www.etsy.com](http://www.etsy.com).

4. Deadlines. If you work on tight deadlines overextending yourself is not a good idea at all. You risk not being able to deliver the work as you promised if you cannot do more than you say you can. This leads to embarrassment and dishonestly with yourself and with others.

5. Talk. Talk to your boss about delegating some duties to fellow co-workers if you feel overwhelmed. Co-workers will usually be glad to help out anyway they can.

By delegating and prioritizing your work duties you will have more control over your own schedule and be able to stress less and work more productively. For more self improvement articles go to [www.hound.com](http://www.hound.com) for more.