

Launching an Integrated Career

At the heart of an integrated solution is figuring out how to set the right “boundaries” around work and life so you have time and energy for both. It’s also learning how to approach boundary setting so it’s a **triple-win** – good for you, the work you do, and the people you work with.

Steps to creating **triple-win** solutions to boundary setting

1. First identify the work tasks you are responsible for now and over the course of the year.
2. Then, review this list with a fresh perspective:
 - Do some activities seem to be a better use of your time than others?
 - Are you the best person to complete each task?
 - Which are the most, or least, important to the success of your organization?
3. To change, or set better limits around how much work you are managing, can you:
 - Change the pace of your work?
 - Flex more negotiable deadlines around tasks with non-negotiable deadlines?
 - Change who does the work?
 - Can you delegate, redistribute or share the work you do?
 - Delegation can be cost effective and a great way to develop junior employees
 - Develop more efficient ways to complete tasks, or eliminate inefficient work?
 - Systemize certain tasks so they take less time
 - Create routine quiet time to complete focused work like writing and planning
 - Find a simpler way to complete tasks or do something in “good enough mode”
4. Want to change when or where you work? Make sure the change you ask for is a **triple win**.

Potential challenges to boundary setting

Even with a triple-win approach, setting boundaries at work can feel challenging.

- A. *Does your organization promote a work-first work culture? Do you fear setting limits at work might decrease your chances of receiving a raise, bonus or promotion? For example, in your workplace:*
 - Do leaders work more than full time and have others manage life responsibilities?
 - Are employees expected to deliver results on time, no questions asked, and initiating a conversation about “too much work” may be seen as signal of “weakness”?
- B. *Are you the primary or solo-earner in your family? Do you fear setting limits at work could be risky to your family’s financial health?*
- C. *Would you be the first asking for change? It can be hard to be the person doing things differently.*

No matter the situation, with clarity and support each obstacle can be overcome. Who can you turn to get the support you need to design the next step towards the life you want?